

REFERENCES PAGE

When applying to jobs, internships, or graduate schools, you may be asked to provide references as part of your application. A reference page is a list of professional acquaintances that are willing to talk with prospective employers about you and your abilities. Use professional references (i.e. faculty, supervisors, academic advisors, etc.) rather than personal references (i.e. a friend's parent, uncle, mom).



Reference Page Tips

- > DO NOT put your references (or even the phrase "References Available Upon Request" on your resume. Always put them on a separate page.
- > Listing three references is standard; listing an additional two is helpful.
- > Start your reference sheet by duplicating the heading from your resume - name, address, phone, and email.
- > Type the word "REFERENCES" centered under your heading. (While you would never put the word "Resume" on your resume, it is best practice to label your references page.)
- > ALWAYS ask permission before offering someone as a reference. They may not be allowed to serve as a reference, or they may not be comfortable doing so.
- > Share your resume with your references, so they know what information you are communicating to employers and schools.
- > Be sure to connect with your references each time you submit their names. Let them know the position you are applying for, and if there is something specific you want them to include in their response on your behalf, feel free to do so (For example, "If you can mention the work I did on that research project, that would be greatly appreciated.")
- > Select a variety of professionals who have diverse connections to you. Don't just pick faculty members, for example, or all references from the same department/company. Mix it up.
- > Type the name, title, phone number, email address, and how this person is connected to you (advisor, supervisor, etc.) for each reference, either centered or aligned with the left-hand margin. NOTE: It is no longer necessary to include one's physical address, unless the employer asks for it specifically.
- > Use the person's work contact information unless they indicate otherwise.

Example:

REFERENCES

John Doe
Director of the SMUMN Office of Career Services
(123) 456-7890
jdoe@smumn.edu
Faculty Advisor

(A references page should have 3-5 of these references, formatted like this or left-aligned.)