

Creating a Reference Page

A reference page is a list of professional acquaintances that are willing to talk with prospective employers about you and your abilities as a worker.



Who should be a reference?

It is always best to have as many professional references as possible. These people could include faculty, supervisors, academic advisors, and previous employers. It is not ideal to employers to list personal references such a friend's parent, your uncle, or mother.

Make your Reference Page Stand Out!

- Always print your references on a separate sheet of paper
 - This page is usually the final page in the documents you are providing
- Start your reference sheet by duplicating the heading from your resume – name, address, phone, and email
 - This will help the employer know what applicant they are talking about without having to go back into the paperwork
- Type the word "References" centered under your heading
- Listing three references is standard; listing an additional two is helpful
- Always ask your reference selection for permission to use them as a reference so they are not caught off guard by a phone call from a potential employer
 - A heads-up allows the reference to gather their thoughts about you and potentially prepare what they might say if they are called as a reference
- Type the name, title, address, phone number, and email address for each reference, either centered or aligned with the left hand margin
 - Specify with your reference what contact information (i.e. work, personal) they would like to be contacted with. It is standard to use a person's work contact information.

Example Reference Page

Mickey E. Mouse
500 South Buena Vista St. Burbank, CA 91521
Mickey.e.mouse@disney.edu/1-800-1521

References

- Donald Duck / Sailing Instructor
-donaldd@angrYSailors.com / 1-866-SAIL
1567 Waterway Rd. Burbank, CA 91524
- G. G. Goof / C.E.O. of Goofy Inc.
-goofybusiness@petscare.com / 407-939-5277
700 Laughing Way Burbank, CA 91524
- Minnie Mouse / Co-Owner of Mickey Mouse Clubhouse
-minniesota@clubhouse.org / 407-358-1700
1966 Walter Park Ln. Burbank, CA, 91524

