



# The Reference Page

**Who's got your back?**

# REFERENCES



A reference is there to support and verify what's in your resume. The feedback that the reference provides creates a more in-depth picture of your experience and strength as a candidate. Employers will contact your references to ensure you will be successful in the position and organization

## The Basics:

- 1 page with 10-12 sized legible font
- Use the same header as your resume
- Ask before you list a reference! Once they agree to be a reference, ask them what contact info they prefer to use (home vs office)
- Types of references with descriptions -ask your professor, supervisor, advisor, mentor, or anyone that can speak to your experiences and abilities professionally
  - Professional- employer/supervisor, academic
  - Personal- character/peer
- All references should be current (within the past five years)
- List all contact details: full name, job title, email, phone, and address

## Reference Page Mistakes to Avoid:

- Don't fabricate names and have out of date information- make sure their contact information is correct
- Don't include references on resume or cover letter
- Don't forget to send copies of resume and cover letter to your references
- Avoid make spelling/format/grammar mistakes
- Don't have less than three references
- Avoid choosing references that cannot give you a positive review

# SAMPLE OF REFERENCE PAGE

The overall look of your reference page should match your resume, so that reader can easily see that this reference page goes with your resume.

Heading matches resume.

Reference's name and professional role are clear

Both email and phone number listed.

Three references. Balance of academic and professional.

## **Susan Question**

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### REFERENCES:

#### **Dr. Joe Smith-Jones, Adjunct Professor**

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