REFERENCE PAGE CHECKLIST

The following guidelines will assist you preparing your references. Do NOT include references on or with your resume UNLESS they are SPECIFICALLY requested.

☐ DO prepare references on a separate sheet of paper
☐ DO use the same heading as your resume – including your name and contact information
☐ DO ask the individuals you would like to include on your reference page for their support/permission
☐ DO regularly contact your references and ask for their continued support
☐ DO include 3 – 5 references – unless directed otherwise
☐ DO list references in alphabetical order
☐ DO consider using a balance of references (example: Not ONLY professors)
☐ DO consider using different references for each position you are applying
☐ DO contact your references PRIOR to applying for a position(s), informing them of the name of the company and the title of the position you are applying. This allows your references to be prepared to be able to best speak on your behalf
☐ DO bring your several copies of your references and updated resume to job interviews
☐ DO include the following information:
  o Reference Name
  o Title
  o Name of Company/Organization your reference is associated
  o Street Address
  o City, State and Zip Code
  o Contact phone number
  o E-mail address