

REFERENCE LIST

OFFICE OF CAREER SERVICES

During the application process for most positions, an employer is likely to request a reference list. This list is comprised of individuals who can confirm your skills, talents and abilities to a potential employer. They should know you well or have worked with you directly, in order to speak on your behalf.

- Submit only when requested.
- DO NOT include references on the resume.
- List 3-5 references on a separate page.
- Use the same heading, fonts, margins to match the resume. Title the page as “Professional References”.
- Always ask references for permission BEFORE including them.
- Ideal references are supervisors, professors, co-workers, mentors.

Be sure to include your name and contact information at the top using the same format as your resume and cover letter.

Include:

- Name of Individual
- Current title or position within an organization
- Current employer, agency, or organization they are affiliated with.
- Address (business)
- Phone number
- Email address

**You may want to note your relationship to the reference, such as a former supervisor, and especially if the reference has moved to a different organization or position.*