

REFERENCES

CONTACT INFORMATION TO INCLUDE FOR EACH REFERENCE

Full Name

Title

Company

Relationship To You

Phone Number

Email Address

WHAT TO INCLUDE

Your references page should be separate from your résumé. If an employer wants a list of your references, they will ask for them; you do not need to write “References available upon request” on your résumé.

All your references should be professional, such as previous employers, co-workers, internship supervisors, faculty members, or volunteer supervisors.

Do not include any family members or friends.

List your references in order of relevance to the job you are applying to, or in alphabetical order.

Be selective, and make sure your references have good things to say about you. Ask if they are willing to provide a strong reference for you.

What to include on your references page

- Your résumé header with all your contact information should be at the top
- A list of 3-5 references
- Make sure your references are aware that you are listing them
- Share the job description, cover letter, and résumé with your references
- Remind references of something you did that they should focus on

Example

“Thank you for agreeing to be a reference for me. This position is looking for someone with strong attention to detail; I am hoping you could comment on that, specifically when I reorganized our database filing system.”

EXAMPLE:

Jiahui Li

Tacoma, Washington • lijiahui@plu.edu • 253-555-1212

References:

- **Joe Shmo** Senior Recruiter, Microsoft
Direct Supervisor
Phone: 204.555.4894
Email: smitht@plu.edu
- **AnnaBeth Sanders** Resident Director, Pacific Lutheran University
Residence Hall Council Advisor
Phone: 204.555.4875
Email: plu@plu.edu.com
- **Dr. Darren Hoola** Assistant Professor of Economics, Pacific Lutheran University
Professor
Phone: 204.555.6859
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