

# 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 resume. 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 resume.

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 resume header with all your contact information should be at the top;
- A list of 3-5 references (or the number of references the job posting is asking for).

Make sure your references are aware that you are listing them. Share the job description, your cover letter, and your resume with your references.

Remind references of something you did they should focus on:

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

## Example

### Taylor Li

Tacoma, WA ~ taylorli@plu.edu ~ 253-555-1212

#### Joe Shmo

**Senior Recruiter, Microsoft**

204-555-4894

shmoj@gmail.com

Direct Supervisor

#### Avery Greer

**Resident Director, Pacific Lutheran University**

205-555-4875

greera@plu.edu

Residence Hall Council Advisor

#### Dr. Brooklyn Gray

**Assistant Professor of Economics, Pacific Lutheran University**

253-555-6859

grayb@plu.edu

Professor



## Alumni & Student Connections

Nesvig Alumni House • 253-535-7415 • career@plu.edu  
Pacific Lutheran University • 12180 Park Avenue South, Tacoma, WA  
98447-0003

[www.plu.edu/alumni-student-connections](http://www.plu.edu/alumni-student-connections)

Need more assistance? Make an appointment with a career advisor.