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.

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
  - Make sure your references are aware that you are listing them
  - Share the job description, cover letter, and resume with your references
  - Remind references of something you did that they could focus on

Ex. 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.”

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.

Contact Information to Include for each reference:

- Full Name
- Phone Number
- Relationship to you
- Title
- Email Address

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

EXAMPLE:

GODRIC GRYFFINDOR
Tacoma, WA 98447 • potterha@plu.edu • (253) 282-2000

References:

- **Joe Shmo**
  Direct Supervisor
  *Phone: 204.555.4894*
  *Email: smitht@plu.edu*

- **AnnaBeth Sanders**
  Residence Hall Council Advisor
  *Phone: 204.555.4875*
  *Email: plu@plu.edu.com*

- **Dr. Darren Hoola**
  Professor
  *Phone: 204.555.6859*
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