

Sample Reference Page

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Guidelines for Writing a Reference Page:

- Create a listing of your references with name, title, employer, work address, phone number, and e-mail address.
- Pick professional and academic references such as supervisors, colleagues, coaches, professors, academic counselors, and people you have worked or volunteered for.
- Always make sure that you have permission from individuals before listing them as references; then give them your resume.
- Include 3-5 references who can comment specifically on your work ethic, academic achievement, or involvement in community services, volunteerism, and clubs.
- Do not use personal references (friends, family) unless specifically requested.
- Send your references a note when you get a job to share your good news and to thank them for providing a reference for you.
- After your job search is complete, maintain contact with your references in case you need to use them again in the future.