

# THE REFERENCE PAGE

Because it is assumed that a candidate will furnish references upon request, it is unnecessary to put "references available upon request" at the bottom of your resume. However, when an employer does request references, include them on a separate piece of paper with current contact information of three to five persons who have agreed to provide recommendations for you.

## **Some suggestions relating to selecting and working with your references:**

- Always ask the person's permission to use him or her as a reference. Do not assume that the person will be willing to recommend you. This courtesy is appreciated and may avoid later embarrassment -- or a negative letter of reference. "Would you be comfortable giving me a strong recommendation?" opens the subject. Be prepared to hear a "no" or to deal with some reservations.
- Give the person providing the recommendation a copy of your current resume. In many cases, he/she will know you in only one context (in the classroom, as an advisor, as a supervisor in a work situation). The reference may be stronger if the person has fuller knowledge of your other accomplishments.
- Discuss with the person the type of position you will be seeking and your career goals. If there are particular skills or information you hope he or she will include in the reference, mention these.
- Share descriptions of specific positions for which you are being considered with your references so that they can speak to your qualifications for each specific job.

## **Reference Page Guidelines:**

- Use the same Name/Address/Contact Information heading as on your resume.
- For each of your references, include the following information:
  - Name of Reference
  - Title (may also include the capacity in which you know them, i.e. Internship Supervisor)
  - Company or Organization
  - Address
  - City, State, Zip code
  - Phone number
  - E-mail address