

**Name**

City, State, Zip

Email

Phone

**REFERENCES: (3-5 professional references)**

**Name**

**Job Title**

**Company Name**

**City, State, Zip Code**

**Email**

**Phone Number**

**Name**

**Job Title**

**Company Name**

**City, State, Zip Code**

**Email**

**Phone Number**

**Name**

**Job Title**

**Company Name**

**City, State, Zip Code**

**Email**

**Phone Number**

**References are seen by employers as individuals that they can contact to learn more about you. It is important to choose references carefully.**

***Choosing Your References***

- To begin, decide on 3 to 5 individuals who know you professionally, such as a supervisor, professor, and/or advisor.
- It is important to make sure you ask for permission before including them as a reference, because you want to make sure it will be a positive reference
- It is also a good idea to contact your references prior to an interview to let them know that they may be contacted
- Emailing each reference a job description of the position you are applying for and a copy of your resume can help your references in having a more positive reference

***Including Your References***

- To include references, insert a separate page with your contact information at the top and references as a header below this information
- Whenever you have information on a second page of a resume, it is a good idea to put your name on the top of the page in case of separation
- List the name, job title, company, address, phone number and professional email of each person
- Bring a list of references to your interview and have them available to include in an interview