

Sample Reference Page

The purpose of a reference page is to have a list of individuals that can verify and expound on your experience to a potential employer. **Consider professors, advisors, and current or past supervisors as potential references.** Always ask permission before you include their name and contact information on your reference page. Finally, make sure to **stay in contact with your references regarding your job search and give them a copy of your resume** - it will help them be better prepared to talk about your experiences to employers.

TIP: Use the same contact header that you used on your resume and cover letter. This will give all of your application material a clean, consistent, and professional look.

TIP: Include reference's name, job title, company name, company address, phone number, and email address for each reference. Be consistent in ordering.

TIP: Text should be either aligned left or centered.

TIP: Double check your references' names and contact information to make sure everything is correct and current.

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