

Reference Page

Why and How to Use a Reference Page

Purpose of a Reference Page...

- Is to have a list of people and their contact information who can verify and elaborate on your professional experience for a potential employer.
- Potential employers will often ask for a list of references whom they can contact for a recommendation.

Who is a good reference...

- Make sure to include people who know what type of person you are and who are familiar with your work.
- It is important to select individuals who know your distinctiveness so they can provide a positive and accurate description of you to the employer to whom you have applied.
- Past employers, professors, coaches, and advisors are the best professional references to utilize.
- Choose a variety of people to include on your reference sheet. You don't want all supervisors or all co-workers. Mix it up as much as possible.
- You should ALWAYS contact your references before including them on a reference sheet.
 - Don't assume they are willing to serve as a reference for you, to write you a favorable letter of recommendation, or that they have time to write such a letter. Such assumptions could inevitably backfire.
 - Contacting your references ahead of time will allow them to prepare to talk about you and highlight your relevant knowledge and skills if and when they are contacted.
- It is also a good idea to give your references a copy of your resume and the job description for the job for which you are applying, so they will know how to best represent you.

What to Include On Your Reference Page ...

- Your heading exactly as it appears on your resume
- Relevant information for each of your references:
 - Name
 - Department/Company
 - Title/Position
 - Address
 - Telephone Number
 - Email Address
 - Brief Statement of how you know this person

DO's

- DO follow job posting directions specific to references. If a job posting asks for you to "apply online and include your resume, cover letter, and three references" then follow their instructions.
- Do carry your reference page with you to interviews. You will then have it available should your interviewer request it during your interview.

DO NOT's

- DO NOT include a statement on your resume stating "references are available upon request". Prospective employers expect that you have references and will ask for them when needed.
- DO NOT provide references too early in the process in order to protect your references from unnecessary contacts from employers. Protect their privacy above all.



Catchmi F. Ucand

ucand@ucmo.edu • (660) 555-1234

Current Address: 1215 S. Holden • Warrensburg, MO 64093
Permanent Address: HCR 72 Box 112-C • Twin Bridges, MO 63289

Copy & Paste
Header from
Your Resume

References

Ms. Tammy S. Serati

Senior Vice President, Human Resources
H&R Block
4400 Main Street
Kansas City, MO 64111
(816) 213-0000
tserati@hrblock.com

My supervisor for the past three years.

Dr. Gersham Nelson

Dean
College of Arts, Humanities and Social Sciences
University of Central Missouri
Martin 126
Warrensburg, MO 64093
(660) 543-0000
nelson@ucmo.edu
Dean of my college.

Dr. Sandra D. Merrill

Associate Professor
Modern Languages/Spanish
University of Central Missouri
Martin Building, Room 236Q
Warrensburg, MO 64093
(660) 543-0000
merrill@ucmo.edu

Professor from my minor program.

Three to Five
Professional
References