

CREATING A REFERENCE PAGE

It is important to have a reference page prepared to bring along to your interview.

- References should be on a separate document and use the same paper, font, heading and style as your resume and cover letter.
- Former/current supervisors, co-workers, or instructors are good references. Be sure to ask only those people who will represent you in a positive light. Family and friends are inappropriate.
- Always ask permission to use individuals as your references about your job search.
- Keep references informed each time you submit your references. Consider giving them a copy of your resume.
- Three references are generally sufficient.
- Be prepared to provide your list of references at any time the employer requests.
- Bring this list with you for interviews and also have it on hand when filling out applications that ask for references.
- Use this sample to format your reference sheet.

Sample Student

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