

Creating a Reference Page

It is important to have a reference page prepared to bring along to your interview. Type and print this page on paper that matches your resume and cover letter. An employer may ask for a reference at the time of application, during the first or second interview, so it is best to always be prepared. A reference page can also be a good source of information to you when completing employment applications, if requested.

Always ask permission to use someone as a reference and provide him or her with a copy of your resume. List three to five references that, when combined, discuss your professional performance and good character. You may use current or former employers and/or co-workers, faculty, and professional acquaintances, but you should not use family members. Be sure to choose individuals who will only represent you in a positive light.

Sample References

John Jordan
123 Main Street
Palatine, IL 60067
(847) 555.5555
Jjordan321@email.com
<http://www.linkedin.com/johnjordan>

References

Jane Smith
Associate Professor
Harper College
1200 W. Algonquin Road
Palatine, IL 60067
847-925-0000
jsmith@harpercollege.edu
Former professor

Donna Martin
Marketing Manager
Academic Data Network Computer Center
1111 West Oak Street
Palatine, IL 60067
847-555-5555
dmartin@fakeemail.com
Former manager

Tim Zanuth
Staples
1234 Main Street
Palatine, IL 60067
847-555-1234
t_zanuth99@fakeemail.com
Former co-worker