

# References Template Tips + Samples

Your Name  
Your full Address  
City, State Zip Code  
Email address  
Phone

## References Page Tips

- Keep to 1 page in length
- Include 3-6 references
- Include Name, Profession, Address, Phone, Email, Length and Nature of Relationship
- Be sure to ask your references if they can provide you a *strong* reference
- Let your references know when you are interviewing and for what type of position - provide them with your resume and a copy of the job description if possible
- Professional references include former supervisors, coworkers, professors, or other people who can speak to your skills and employability
- Bring your reference list with you to your interview - on professional resume paper
- Thank your references for their help with a quick note

## REFERENCES

### **John Doe**

*Sunshine Recreation Center Operations Manager* (Known since 2003, Former supervisor)

100 Super Street SE, Moundsvew, MN 55122

Email: [johndoe@email.com](mailto:johndoe@email.com)

Phone: 763-555-5555

### **Big Boss**

*Owner/Operator; Little Toni's Pizza Parlor* (Known since 2001, Former supervisor)

200 Park Blvd., Eagan, MN 55123

Email: [bigtony@email.com](mailto:bigtony@email.com)

Phone: 651-555-5555

### **Dr. Nancy Kaye**

*Professor; Human Resource Development Department, University of Minnesota* (Known since 2003; received A's in three classes)

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## CEHD Career Services

411 Science Teaching & Student Services Building | [www.cehd.umn.edu/career](http://www.cehd.umn.edu/career)

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