

Setting Up Your Resume Reference Page

When setting up your resume reference page, ensure that it matches your resume. Use the same font, be consistent with headlines, and ensure that the header at the top of your job reference page (where you put your name and contact information) matches with the header on your resume.

Ask your potential reference for permission to use them prior to giving their name and phone number. It is important to contact your reference before you go to your interview. You should notify your reference of all interviews, the position you are interviewing for, and which version of your resume you will be presenting at the interview.

Ask your job references how they would like to be contacted (i.e. through their business phone number, their home number or both) and respect your references' preferences.

If your relationship with your reference is not clear; perhaps someone who was your supervisor at one company has moved on to another company, you may note the nature of your relationship on your reference sheet, but this is not necessary.

A good reference candidate should be someone who bolsters and confirms the details of your resume and offers positive feedback regarding your work or educational skills and experience.

Your list of references should include:

- Former and/or current supervisors
- Colleagues and/or subordinates
- Former customers and/or clients
- Professors
- Contacts from work-related associations or volunteer work.

Keep in touch with your references...
You never know when you'll need them!

Sample Resume Reference Page

Jane Somebody
123 Anywhere Street, City, State
(555) 000-0000
janesomebody@emailprovider.com

REFERENCES

Reference #1: Full Name
Job Title
Company
Company Address
Business Phone Number
Email Address
Relationship to Reference

Reference #2: Full Name
Job Title
Company
Company Address
Business Phone Number
Email Address
Relationship to Reference

Reference #3: Full Name
Job Title
Company
Company Address
Business Phone Number
Email Address
Relationship to Reference
