

Reference Page Template

Your Name
Your Street Address
City, State Zip Code
Email Address
Phone

REFERENCES

Goldy Gopher

Head of Entertainment; Gopher Sports (Known since 2012, Former Supervisor)
TCF Bank Stadium, Minneapolis, MN 55455
Email: goldygopher@umn.edu
Phone: 612-625-3339

Big Boss

Owner/Operator; Little Toni's Pizza Parlor (Known since 2011, Former Supervisor)
200 Park Blvd., Eagan, MN 55123
Email: bigtony@email.com
Phone: 612-625-3339

Dr. Nancy Kaye

Professor; Human Resource Development Department, University of Minnesota
(Known since 2012, Professor for two courses)
128 Pleasant Street, 244 Appleby Hall, Minneapolis, MN 55455
Email: nkaye@umn.edu
Phone: 612-625-3339

Reference Page Tips

- Keep to 1 page in length
- Include 3-6 references
- Professional references include former supervisors, coworkers, professors, or other people who can speak to your skills and abilities
- Be sure to ask each reference if s/he would be willing to be a reference for you and provide a *strong* recommendation
- For each reference include: Name, Profession, Address, Phone, Email, Length and Nature of Relationship
- 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
- Bring your reference list with you to your interview – on professional resume paper
- Thank your references for their help with a quick note

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