Sample Reference Page Guide

Your Name

Your Mailing Address  Your Phone Number  Your Email Address  Your Portfolio link (optional)

References

Name of Reference (Including Prefix/Suffix, Ms., Miss, Mrs., Dr., PhD, etc.)
Title/Position
Place of Employment
Street Address
City, State, Zip Code
Phone Number(s)
Email Address
Relationship: (optional)

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Email Address
Relationship: (optional)
**Tips:**

- Use the same header from your resume/cover letter so your materials look like a well put together packet.
- Your references should be work related or college faculty (DO NOT use family and friends).
- List your references in order of impressiveness and according to who will give you the best reference.
- Contact your references to get their permission to use them as a reference (‘Are you willing to provide a positive reference for me?’).
- When you submit your application packet, provide your references with a copy of your cover letter, resume, and the job posting to better prepare them to speak with the employer.
- Thank your references!