

PRESENTING REFERENCES

Presenting Your References

During the job and internship application process, typically you will be asked to submit the names and contact information of at least three references. Here are a few key points to remember when choosing references and creating your reference page.

List the following for each reference: name, title, employer, work address, phone number and e-mail.

Create a separate reference page using the same header as your resume.

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References:

Mr. Gale Jones
Manager

University Hallmark
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Ms. Jane Starr
Sales Manager

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Dr. Phillip Johnson
Professor of Psychology

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Director

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Try to stick with professional or academic references (faculty, administrators, advisors, current/former employers, coworkers, or team members) and only use personal references as a last resort.

Choose a person who will be able to share informed and positive comments about your character, work ethic and potential.

Always remember to send a thank-you note to your references and to keep them updated during the job search. Stay in touch! You never know when you might need their assistance again in the future.

Always ask permission before listing someone as a reference. Do so formally via email and include your resume even if you discussed it in person.