



Best to copy and paste personal information header from resume so the two pages look consistent.
Type "References" header in the same format as category headers on resume.

Name
Address
City, State, Zip
Phone
Email

REFERENCES

Name
Title
Place of Business
Address (Professional best)
Phone "
Email "

Name
Title
Place of Business
Address (Professional best)
Phone "
Email "

Name
Title
Place of Business
Address (Professional best)
Phone "
Email "

PURPOSE

The purpose of a reference sheet is to have a list of people who can verify and elaborate on your professional experience for a potential employer. Past employers, professors/instructors, advisors are the best professional references to have. It is important to have a reference sheet because potential employers will often ask for a list of references they can contact. If you included a statement such as "References Available Upon Request" on your resume, you should be able to produce a reference sheet as soon as one is requested. In any case, having a reference sheet will save you time later on during the interview process.

THINGS TO REMEMBER

Make sure to include people who know what type of person you are and who are familiar with your work. It is important to select individuals who know your distinctiveness so that they can provide a positive and accurate description of you to the employer or company in which you are seeking employment. **You should ALWAYS contact your references before including them on a reference sheet.** It is also a good idea to give them a copy of your resume and talk to them about the job you are seeking so they will know how to best represent you.