



Important Reminders about References:

- Most organizations want 3-5 references. Use the same outline for each reference as shown below.
- Print your reference page on resume paper too. You want your cover letter, resume, references and an application (if applicable) all to match.
- ALWAYS ask someone to be a reference ahead of time. Ask that person if he/she is comfortable giving you a **positive** reference. If someone calls that person out of the blue, he or she may be upset with you and give you a poor reference. He or she could also be upset because he or she was not more prepared to speak about your skills and abilities. So always ask first.
- After you have an updated copy of your resume, offer to send an e-copy or drop off a hard copy to each of your references. By sending them a copy of your resume, you enable them to stay up-to-date with what you've been up to and it also helps them to better speak to your abilities.
- Avoid using "character" references. These are people like a sports coach from high school, someone from your place of worship, a parent, or a family friend. These are okay if the organization needs to check out your character (Ex: The FBI, the police, law enforcement positions, etc.), but for the most part, organizations want professional references – people who can speak about what you are like at work or in class. So think of supervisors, co-workers, professors you have a good relationship with, etc.
- Thank your references – regardless of whether you get the job or not, send your references a quick note of thanks for supporting you in your job search process.

Sample Reference Page:

***Jamie T. Student**
28 Westhampton Way ▪ Richmond, VA 23173 ▪ (804) 555-5678 ▪ studentjt@richmond.edu

References

** (Dr./Mr./Ms./Mrs.) Name
Title
Organization
Address
City, State Zip
(Area Code) Telephone #
E-mail address (if he/she has one)
***Relationship

*Use the same header on your reference page as you do on your resume for continuity. Also, if your reference page gets separated from your resume, then the employer has your contact information. If you don't have room for all of that, at least put your "Name, References" in the top, left-hand corner so they know who the references belong to if separated.

** (Dr./Mr./Ms./Mrs.) Name
Title
Organization
Address
City, State Zip
(Area Code) Telephone #
E-mail address (if he/she has one)
***Relationship

**Always put some sort of descriptor here. There is nothing more embarrassing for a reference checker than insulting the person they are about to have a conversation with. Ex: "Hi, is Ms. Knight there?" "This is DOCTOR Knight." Do your homework and find out if they have their doctorate, Ms. is appropriate and professional for women who do not have doctorates.

Third Reference

***Optional. This gives the person checking your references a feel for who he or she is about to speak to when calling.
Ex: Mr. Jones supervised me while I worked at #1 Sales Company.
Ex: Dr. Smith taught me Chemistry 101 & Biology 302. He has known me for two years.