

Tips on Reference Pages

- References should be on a separate page from your resume (there is no need to give mention to references on your resume)
- Employers may request professional and/or personal references – be ready to provide anything they request:
 - At least 3 and up to 5 professional references
 - 3 personal references – these should be individuals who know your skills and traits and ideally, are in positions of authority (even better if they are in the field in which you are seeking work), and will speak of you favorably
- Examples of professional references include former employers, professors, co-workers, a coach, flight instructor, or an advisor (club/organization or academic)
- Examples of personal references include mentors, friends, friends of your parents, parents of your friends, classmates, etc.
- Always include the reference's job title, along with their work address, phone number and an email address
- Be sure to ask permission from a reference before putting his/her name on your reference sheet
- If an employer asks if they can contact your references, notify your references that they may be called; tell them the name of the person or company calling and the job for which you applied. If possible, give them a copy of the job description along with a copy of your resume
- Keep up with your references – it is important that you check occasionally to make sure all contact information is still correct