References

At some point during your job search, an employer will request references. Your references should be people you know on a professional level either through work or school; you should never use a relative or a significant other as your reference. Choose references based on their knowledge of you, not on their prestige.

When providing a list of references it is best to provide a separate page where your references are organized in a formal manner. The reference page should list the person’s name, title, company/employer, employer location, contact information (email and phone), and relationship to you.

**Reference Page Tips:**

- Use a consistent format
  - Your reference page should be of the same paper, font and layout as your cover letter and résumé thereby creating a consistent look to your application package

- Include 3 to 4 references who can speak to your professional skills and abilities
  - Examples: supervisors, professors, subordinates, vendors, customers, prior employees, and people you have worked with on a volunteer basis, etc.
  - Never include family members or significant others, unless specifically requested
  - Only list references who are articulate and relatively easy to contact

- Proofread your reference page carefully
  - Spell the person’s name, job title and company correctly. Also remember to make sure their contact information is correct and up to date.

- Unless requested, do not attach your reference page when you first submit your résumé
  - There is no need to include References Available Upon Request on your résumé. Employers know you’ll provide references if they request them, therefore, it is not necessary to put “references upon request” at the end of your résumé

- Maintain contact with your references
  - Speak to your references ahead of time if you know they are going to be contacted by a potential employer. Provide your reference with a copy of your résumé and the job description of the position for which you are applying. The more information you provide, the more accurately your reference can speak to your abilities and qualifications as they relate to the employer or position.
  - Once you have secured a position, let your reference know and send a thank you

- Always send a thank you letter and be careful to not overuse references
Reference Page Sample

Shane Business
740 McKinley Plymouth, MI 48170
Phone: (248) 755-9285  Email: mail@wayne.edu

References

Mr. James Thompson
Executive Manager
ABC Corporation
Detroit, MI
Email: JT234@email.com
Phone: (313) 555-1212
Relationship: Current Employer

Ms. Julia Rhodes
Emeril & Mozart
Ypsilanti, MI
Email: jrhodes@emerilmozart.com
Phone: (734) 555-1234
Relationship: Former Supervisor

Professor Julius Erving
Professor of Finance
Wayne State University School of Business Administration
Detroit, MI
Email: email@wayne.edu
Phone: (313) 577-4781
Relationship: Former Instructor