



Tips for Writing a Reference Page

- 1. Do not list references on your resume; list them on a separate page.**
 - List references on a separate page using the same header formatting as the one you used on your resume and cover letter. This maintains a consistent and professional brand.
- 2. Ask each reference for permission to list his/her/their name.**
 - Do not assume someone is willing to serve as a reference. Always ask for permission and whether they can give you a positive recommendation.
 - Ask each reference for updated contact information (phone number and email).
- 3. List 3-5 professional references.**
 - Use professional references instead of listing family and friends. Select individuals who can speak to your ability to perform the duties of the job. Examples of professional references include a current supervisor, former supervisor, co-workers, instructors, and advisors.
- 4. Help your references prepare for when an employer contacts them.**
 - Give your references a copy of your resume.
 - Tell them the position and organization to which you have applied. If possible, provide references with a copy of the job description.
- 5. Keep your references updated.**
 - Tell them if you have an interview, and that they could be receiving a call or email from the employer.
 - Let your references know if you received a job offer and if you accepted it.
- 6. Thank your references.**
 - After accepting a job offer, contact your references and thank them. Call them or send a thank you note to show your appreciation for them taking time to be a reference for you.
- 7. Keep your reference list updated.**
 - As your career grows, reference lists can become outdated. Keep your reference list updated!

If you have questions or would like assistance preparing your reference list, please contact:

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Room 460 (Across from Charley's Student Center)

Sammy Student

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References

Name
Relationship/how they know you
Company
Address
City, State Zip
Phone number
Email address

Name
Relationship/how they know you
Company
Address
City, State Zip
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Email address

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