

References Template Tips + Samples

Your Name
Your full Address
City, State Zip Code
Email address
Phone

References Page Tips

- Keep to 1 page in length
- Include 3-6 references
- Include Name, Profession, Address, Phone, Email, Length and Nature of Relationship
- Be sure to ask your references if they can provide you a *strong* reference
- Let your references know when you are interviewing and for what type of position - provide them with your resume and a copy of the job description if possible
- Professional references include former supervisors, coworkers, professors, or other people who can speak to your skills and employability
- Bring your reference list with you to your interview - on professional resume paper
- Thank your references for their help with a quick note

REFERENCES

John Doe

Sunshine Recreation Center Operations Manager (Known since 2003, Former supervisor)

100 Super Street SE, Moundsvew, MN 55122

Email: johndoe@email.com

Phone: 763-555-5555

Big Boss

Owner/Operator; Little Toni's Pizza Parlor (Known since 2001, Former supervisor)

200 Park Blvd., Eagan, MN 55123

Email: bigtony@email.com

Phone: 651-555-5555

Dr. Nancy Kaye

Professor; Human Resource Development Department, University of Minnesota (Known since 2003; received A's in three classes)

128 Pleasant Street, 244 Appleby Hall, Minneapolis, MN 55455

Email: nkaye@umn.edu

Phone: 612-555-5555

CEHD Career Services

411 Science Teaching & Student Services Building | www.cehd.umn.edu/career

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