Reference Page

The reference page is a document that accompanies the cover letter and resume. The heading of your reference page should match the heading of your resume. The reference page should include between 3-5 individuals. These people can come from a variety of places: past/present employer, teacher, professor, academic advisor, etc. The individuals should be able to speak to your strengths and attributes.

Each reference should have three forms of contact information (Address, telephone number, email address, etc.). It would be polite to ask the individuals which telephone number or email address they would prefer to be contacted through. It is essential that permission be granted first before using any individual as a reference. By accessing permission first, the individual will have the ability to prepare in the event of being contacted by an employer.

Provide references if the employer asks. If the employer does not ask, note within your resume “References available upon request.” If you do not include references in your job application, bring your reference page along with you to your interview in case the employer asks for it.

Reference Sample

References for Jane Doe

Sarah Carlson  
Travel and Purchasing Assistant  
Frontier Business Office  
Minneapolis, MN  
612.458.2548  
scarlson@frontierbus.com

Jim Binford  
Technology Specialist  
Antsy Technology Inc.  
Shafer, MN  
651.487.5881  
jbinford@antsy.com

Gina Martin  
Associate Director  
American Family Insurance  
Winona, MN  
507.457.5582  
ginam@amfamily.com

Kate Wellington  
Manager  
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715.598.3540  
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