

## Sample 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 job supervisor, professor, internship supervisor, academic advisor, coach, etc. These individuals should speak to your strengths, competencies, and attributes.

Before you list an individual as a reference, make sure to first ask for permission. When you submit an application, send them an email or call them to let them know they may be contacted. If you anticipate applying to multiple job positions, let them know once that you are going through a formal search. When you accept a position, make sure to notify your references and thank them for their time.

*Sample reference page –*

### References for Wazoo Warrior

**Ms. Sarah Carlson**

Travel and Purchasing Assistant

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Minneapolis, MN

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*Professional Relationship: Internship Supervisor, Spring 20xx*

**Mr. Jim Binford**

Technology Specialist

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*Professional Relationship: Mentor, 20xx-present*

Prof. Jim Johnson

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*Professional Relationship: Academic Advisor, 20xx-20xx*