

Formatting References

Purpose

The purpose of a reference sheet is to have a list of people who can verify and elaborate on your professional experience for a potential employer. Past employers, professors, and advisors are the best professional references to have listed.

ALWAYS contact your references before including them on a reference sheet. It is also a good idea to give them a copy of your resume and talk to them about the job you are seeking so they will know how to best represent you.

Do not include a "References available upon request" on your resume, as that is assumed.

What to Include:

- **Only submit your references if the application requires or if requested by the employer!**
- Your name and contact information (at top of page, same as your resume header)
- Your references' contact information and how they know you professionally, as listed below:

Example:

Header matches with resume for uniformity and professionalism

Name	
-----Address-----	
---Phone #---	
---Email---	
REFERENCES	
Prefix, First name, Last name	Address may not be needed
Job Title	
Place of employment	
Address	
City, State, Zip	
Phone Number	
E-mail Address	
Context in which you know them	
Next Reference Name	
Job Title...	

SOPHIA R. GONZALES	
346 Commercial Street, Salem, OR 97301 sgonzales17@wou.edu (503)-555-5555	
REFERENCES	
Mr. Robert Kalowitz	
Executive Manager	
Maple Tree Productions	
333 NW Birch Street	
Sisters, Oregon 9777	
(541)-325-0098	
rkalowitz@maplet.com	
Current supervisor	
Mrs. Courtney Hageman	