



REFERENCES

“References available upon request.” This phrase often appears at the end of a resume. This is intended to signal that the reader has reached the end of the resume. The applicant should have a copy of references available at all times, but typically the references are not included with the resume unless they are requested by the employer. References are never printed as part of the resume.

Who should I choose? Ask 3 or 4 professionals to be your references. Choose individuals who can say something about your work performance, either on the job or in the classroom. Choose references who will speak favorably. Consider professors, friends of the family or previous/current employers. One reference can be a professor, at least one should be a current or former direct supervisor, and one can be a co-worker. Make sure that they are prepared to give you an outstanding reference. Give each reference a copy of your resume so they can speak intelligently about your past experience as well as the quality of your work.

What does the Reference Page look like? Using the same header as on your resume, create a reference sheet that includes name, up to date contact information, including email address, and relationship to you. eg. former manager. Send this with your resume only if specifically asked, but always take a copy with you to interviews. The reference page should not exceed one page.

SAMPLE REFERENCE FORMAT

Mrs. Jane Jones, Professor of Economics
College of Business and Public Administration
Old Dominion University
2102 Constant Hall
Norfolk, VA 23529
(757)683-XXXX
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Former Professor/Advisor