

## Reference Page Guidelines

### FIRST AND LAST NAME

419.123.4567 email.address@rockets.utoledo.edu



**Tip:** Use the same contact heading as is on your resume.

1. Select three to five individuals who know you professionally and can speak to your experiences, skills, abilities, and accomplishments. These should include employers for work and research, faculty members, and advisors.
2. Use a separate page, apart from your resume, to list your references.
3. Use the same header, format, and font for your reference page as for your resume and cover letter.
4. Do not use personal references such as family members, friends, and neighbors.
5. Always ask permission of your references before including them on your reference sheet.
6. Be sure to have your references' current phone numbers and email addresses.
7. Give your references a copy of your resume so they can be best prepared to talk to employers, recruiters, or graduate/professional schools about you.
8. Keep in touch with your references: let them know what jobs or programs you are applying to, what positions you have interviews for, and what success or challenges you are having with your interviews.
9. Update your reference list as needed; you want to include only those individuals who can vouch for your experiences, skills, abilities, and accomplishments.
10. Send a thank you note to each of your references for taking the time to serve as a reference for you.

**JANE C. DOE**

414-123-4567 Jane.C.Doe@rockets.Utoeldo.edu

**REFERENCES**

**Jeff Reference (Internship Supervisor)**

Director, Operations  
XYZ Glass Company • Toledo, Ohio 43621  
419-888-7777  
[JohnReference@419GlassCo.com](mailto:JohnReference@419GlassCo.com)

**Ima Reference (Direct Supervisor)**

Sr. Manager  
The Alliance for the Great Lakes  
Chicago, Illinois 07895  
312-333-4444

**Another Reference (Direct Supervisor)**

Manager  
Kohl's Department Store  
1111 Monroe Avenue • Toledo, Ohio 43217  
419-777-8888  
[A.GreatReference@Kohls.com](mailto:A.GreatReference@Kohls.com)

**Susan Success (Advisor for four years)**

Academic Advisor  
College of Arts and Letters  
The University of Toledo  
2801 W. Bancroft St. • Toledo, OH 43606

