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## REFERENCE PAGE TIPS

- Use a separate page: Your references do not go on your resume.
- Use the same header as your resume.
- Include the reference writer's name, title, organization, work address and phone, and email.
- Select 3-5 individuals who know you professionally and can speak highly of you: Faculty members, advisors, supervisors...No family members, friends, neighbors, etc.
- Always ask permission before you include an individual and their contact information on your reference sheet.
- Give your references a copy of your resume so they will be prepared to talk to employers about you.
- Stay in touch with your references: Let them know what jobs you are applying for and especially those you have interviews for. Make sure you have their up-to-date contact information.
- Update your reference list: Make sure your references can speak to your most recent and relevant experience for the positions you are applying for.