



Providing three professional references is expected. References should be able speak to your work or academic experiences. Do not list family members or friends who have not worked with you in the past.

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REFERENCES

Reference Name, Job Title
Company Name
Company Address
Reference Phone Number
Reference E-mail

Using the same header for your resume, cover letter and reference page creates a professional and consistent image for your application materials.

[Reference name] supervised my internship at ABC Company.

Reference Name, Job Title
Company Name
Company Address
Reference Phone Number
Reference E-mail

Even though it is unlikely that an employer will contact a reference by mail, providing a company address is customary.

Descriptive sentence about work relationship.

Reference Name, Job Title
Company Name
Company Address
Reference Phone Number
Reference E-mail

Ask your references about the contact information they would prefer for you to share about them. They may wish to provide a work number rather than a personal cell or visa versa.

Descriptive sentence about work relationship.

Providing a sentence about how each reference knows you can help an employer assess what s/he will want to ask during reference calls. It can be strategic to highlight key efforts or projects you would like a future employer to consider. For example, "Mr. Smith supervised my database management project."

Reference Page Tip: Asking someone to be a reference for you is polite and helps them prepare for the possibility of calls from employers. Always ask your potential references if they would serve as a reference for you and share information about your applications. Provide your resume to remind references of dates of employment, accomplishments and other details within your experiences. Stay in touch with your references during the job or internship search, sharing updates about new applications. Finally, thank your references and stay in touch: share the news when you accept a position and let them know about how things are going in your new position.