

REFERENCES PAGE

References must be carefully chosen because they will say a lot about your character, work ethic, unique skills, etc. You likely will not submit your references list with the resume and cover letter, but should be prepared to send one in upon the employer's request. Here are some suggestions for composing an effective references list:

- ✓ Do not include references in your resume, always a separate page.
- ✓ Be sure to ask permission before including anyone as a reference!
- ✓ Supply them with a copy of your resume and transcript so they are able to write an accurate recommendation letter.
- ✓ Give them a return date...usually two to three weeks.
- ✓ References should be professional (supervisors, administrators, faculty, advisors, coaches, etc) rather than personal, character references.
- ✓ Thank them when you are hired...even if you know they were never contacted...by sending a thank you letter with your new, updated resume.
- ✓ Stay in touch with them and let them know how your career is progressing....maintain your network of contacts!

Anita Jobb 1234 Resume Road, Anywhersville, PA 18234 610.555.5555, ajobb****@live.kutztown.edu	
Reference	
Dr. Jane Professor Professor, Department Kutztown University PO Box 730 Kutztown, PA 19530 Phone Number Email Address	Ms. Sally Supervisor Director, Department Company Name Street Address City, ST Zip Phone Number Email Address
Mr. Ref Erence Title Organization Name Street Address City, ST Zip Phone Number Email Address	Mr. John Boss Manager Company Name Street Address City, ST Zip Phone Number Email Address

Duplicate resume header to create a consistent design.

Use same font style and size as your resume.