

QUICK REFERENCES GUIDE:

John Doe
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REFERENCES

Jorge Costanza
Vandelay Industries
Sales Manager
jorgecostanza@vandelay.com
801-949-XXXX
Current Supervisor

Dr. Cosmos Kramer
Weber State University
Professor of Communication
cosmoskramer@weber.edu
801-626-XXXX
Current Professor

Laney Benes
J. Peterman Catalog
Executive Editor
lbenes@jpc.com
801-451-XXXX
Former Supervisor

Larry Seinfeld
Festivus, Inc.
Public Relations Coordinator
lseinfeld@festivus.com
801-529-XXXX
Former Supervisor

- 1 **NAME:** Should be a few font sizes larger than the rest of the resume, centered, and bold.
- 2 **CONTACT INFO:** Should be centered and condense under your name. Use a professional email and create a short LinkedIn URL.
- 3 **SECTION HEADINGS:** Bold, all caps, and left justified. Use a divider line under each heading to help break up the resume.
- 4 **REFERENCE INFORMATION:**
 - Name (Bold)
 - Company
 - Title
 - Email
 - Phone Number
 - Relationship to you

Ensure all of the information is up to date every time you send your reference list to a potential employer.
- 5 **WHO SHOULD BE LISTED AS A REFERENCE?:**
 - Current or former supervisors, professors, or colleagues
 - Individuals that can speak to your strengths and abilities
 - Individuals that have given you permission to use them as a reference
- 6 **WHO SHOULD NOT BE LISTED AS A REFERENCE?:**
 - Close friends or family
 - Individuals that have not agreed to be a reference

DO	DON'T
<ul style="list-style-type: none"> Target your references for each position Contact each reference when you begin an application process Give them details about the job you are applying for Thank your references 	<ul style="list-style-type: none"> List your references on your resume Ask them over email—make a quick phone call to each one List outdated contact information

