

## REFERENCES

It is fine to write "Reference available upon request." However, you need to be prepared to present references in the event an employer requests this information. You should prepare an extra sheet of the same high-quality paper as your resume to be used as your reference page. You should be sure to put your contact information at the top of the page, preferably using the same header as is on your resume (see example). When thinking of references, consider your previous supervisors or professors. Do not list friends or family as references. Remember, you must ask someone to serve as a reference before you can list him/her. Use this opportunity to network. Let your reference know that you are looking for a position, the kind of position you are looking for, and ask if they have any suggestions on obtaining employment. In addition, provide your reference with a copy of your resume so that he/she can speak about your qualifications when asked.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_ Dept.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_ Dept.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Institution: \_\_\_\_\_ Dept.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## SAMPLE REFERENCE PAGE

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Jane Sassaby  
P.O Box 111  
Louisville, KY 40212  
(502) 555-5555  
*sassabyj@hotmail.com*

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### Professional References

**Dr. Boss Woman**

Chairman and Professor  
University of Louisville  
Music Department  
*lovetosing@home.com*  
(502) 234-5678

**Mr. Boss Man**

Supervisor  
United Parcel Service  
HUB 2000  
*Whatcanbrowndoforyou@ups.com*  
(502) 456-7890

**Mr. Music Man**

Owner/Internship Supervisor  
Musical Delights  
*intone@myshop.com*  
(502) 999-9999