

Creating a Reference Page

Contact Information

Your contact information should look like your resume contact information. Copy the heading from your resume and paste it onto a new document. This new document becomes your Reference page.

REFERENCES

Comment [h1]:

Be sure to add the word "REFERENCES" as the heading for this page.

Example:

Dr. Jane Joe

Professor of Psychology
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258
507.537.5555
Doej@SouthwestMSU.edu

Mr. /Ms./Dr. Name

Title
Organization
Address
City, State, Zip Code
Phone Number
Email Address

Mr. /Ms. /Dr. Name

Title
Organization
Address
City, State, Zip Code
Phone Number
Email Address

Mr. /Ms. /Dr. Name

Title
Organization
Address
City, State, Zip Code
Phone Number
Email Address

Reference Page Format

You can list your reference information in many ways

1. Flush Left
2. Centered down the page
3. Listed in Columns

Career Services recommends listing 3-5 professional references. These references can be from professors, employers, internship, supervisors, or volunteer managers. These people should be able to verify the information on your resume and say "great things" about you.

To assist your references in giving a strong recommendation, make sure to give them a copy of your resume, description of the position(s) you're applying for, and skills you possess.



Career Services

