

References

Use a separate page for your references. It is recommended to use the same heading that is on your résumé.

References can be listed in columns or centered on your reference page. Make sure you include the **reference's name, job title, company/organization name, business address, business telephone number, and e-mail address**. If they do not have a business address or telephone number, ask if they mind that you provide their home telephone number and note that on the reference sheet.

Always ask permission to use someone as a reference and provide him or her with a copy of your résumé. Never assume that someone will be a good reference and list them without asking his or her permission. You should never use family members. Be sure to choose individuals who will not only represent you in a positive light, but who are articulate.

Example:

<p>Joe Somebody 123 Main Street Anywhere, IL 12345 (123) 456-7890 joesomebody@hotmail.com</p> <hr/>
<p><u>References</u></p> <p>Walt Disney Owner Disney Corporation One Disney Drive Orlando, FL 45678 (987) 654-3210 waltdisney@goofy.com</p>

References should only be provided when specifically requested. This is so you have control over them. Whenever you give your references to a prospective employer, call each of your references to make them aware of the employer who has their name, the position, highlights of the job description, and your application status (i.e., applied, interview scheduled, interview complete). This way, your references are prepared for who might call.