

Reference Page

A reference page is a list of individuals who can address your employment skills. It should be developed for your work search and forwarded to potential employers at the appropriate time. Many employers ask for references at the time they request a completed application and/or at the conclusion of the interview process. Only submit your references when a bona fide employer has requested them.

Your reference page should use the same heading information and lay out as used on your resume. This is important because this document may become separated from the application packet. A heading traditionally includes your name, address, phone number(s) and e-mail address.

A minimum of three references is needed. Additional references may be used. Select people who can address :

- **your marketable skills in your speciality**
- **your positive attributes as an employee**
- **your character**
- **your ability to learn quickly and adapt to change**

Consider asking faculty members, employers and people who work in the industry to be a reference for you.

Traditionally, the following information is included for each of your references.

- **Name, Title**
- **Company Name**
- **Complete Business Address**
- **Phone(s)**
- **E-mail Address**

Reference Page Assignment ::

Develop a reference page. Must be completed to be subscribed to the listserv.

Review [sample reference page](#).

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