

References should not be included on your resume. A separate document should be created which includes contact information identical to your resume, and the word "References" clearly displayed. The name, title, organization, address, phone number, and e-mail of each reference should be written on your reference sheet and given to a potential employer when requested. Do not send references unless you are asked.

When gathering references, make sure you ask your potential references if they are comfortable providing you with a positive reference. Always be sure to stay in touch with good references and sure you keep them updated should you need them to speak on your behalf.

Sample References Sheet

Sample Student

352 Lafayette Street
Salem, MA 01970
(978) 555-0012
student@salemstate.edu

REFERENCES

Dr. Vivian Payne

Associate Dean Enrollment Management Services
Smithfield College
1234 Any Avenue
Boston, MA 02114
(617) 555-1234, Ext. 231
vpayne@smithfield.edu

Jane Powell

Professor/Counselor, Finance Office
Smithfield College
1234 Any Avenue
Boston, MA 02114
(617) 555-1234, Ext. 561
jpowell@smithfield.edu

Dr. Michael Gillespie

Director
Office of Water Resources
100 Cambridge Street
Boston, MA 02202
(617) 555-3267
mgillespie@water.org