

# QUICK REFERENCES GUIDE:

**John Doe**  
 1234 Wildcat Way • Ogden, UT 84408 • (801) 989 1767  
 John.Doe@mail.weber.edu • www.linkedin.com/in/John-Doe

**REFERENCES**

**Jorge Costanza**  
 Vandelay Industries  
 Sales Manager  
 jorgecostanza@vandelay.com  
 801-949-XXXX  
 Current Supervisor

**Dr. Cosmos Kramer**  
 Weber State University  
 Professor of Communication  
 cosmoskramer@weber.edu  
 801-626-XXXX  
 Current Professor

**Laney Benes**  
 J. Peterman Catalog  
 Executive Editor  
 lbenes@jpc.com  
 801-451-XXXX  
 Former Supervisor

**Larry Seinfeld**  
 Festivus, Inc.  
 Public Relations Coordinator  
 lseinfeld@festivus.com  
 801-529-XXXX  
 Former Supervisor

- 1 **NAME:** Should be a few font sizes larger than the rest of the resume, centered, and bold.
- 2 **CONTACT INFO:** Should be centered and condense under your name. Use a professional email and create a short LinkedIn URL.
- 3 **SECTION HEADINGS:** Bold, all caps, and left justified. Use a divider line under each heading to help break up the resume.
- 4 **REFERENCE INFORMATION:**
  - Name (Bold)
  - Company
  - Title
  - Email
  - Phone Number
  - Relationship to you

Ensure all of the information is up to date every time you send your reference list to a potential employer.
- 5 **WHO SHOULD BE LISTED AS A REFERENCE?:**
  - Current or former supervisors, professors, or colleagues
  - Individuals that can speak to your strengths and abilities
  - Individuals that have given you permission to use them as a reference
- 6 **WHO SHOULD NOT BE LISTED AS A REFERENCE?:**
  - Close friends or family
  - Individuals that have not agreed to be a reference

DO	DON'T
<ul style="list-style-type: none"> <li>• Target your references for each position</li> <li>• Contact each reference when you begin an application process</li> <li>• Give them details about the job you are applying for</li> <li>• Thank your references</li> </ul>	<ul style="list-style-type: none"> <li>• List your references on your resume</li> <li>• Ask them over email—make a quick phone call to each one</li> <li>• List outdated contact information</li> </ul>

