

RESUME REFERENCES SECTION

OVERVIEW: Listing references on your résumé whenever you are applying for a specific position is a good idea because it shows a potential employer that you are prepared and have nothing to hide. Candidates using “References Available Upon Request” create extra work for the employer. It also demonstrates that you are willing to “go the extra mile” and are very thorough in your tasks. Do not list your references when posting to an on-line site such as CareerBuilder.com.

LAYOUT:

- **Names and Titles for Your References**
 - This is the last item at the bottom of the page.
 - List your references on a separate sheet of paper.
 - Write **Please see attached** if you have additional space to fill at the bottom of a page.
- **Content**
 - Three **professional** references, **NOT** personal references. Professional references are seen as more objective and add greater “stock value” to your resume. Preferable examples to consider are:
 - A current/previous supervisor
 - A current/previous faculty member (ideally in your major or minor field of study)
 - A faculty advisor for a student organization
 - An athletic coach
 - A director of where you might have performed volunteer work
 - Provide as much contact information as possible, since employers will use different means of contacting your references.
 - Most employers are looking for **three names**, however, be sure to follow any application instructions

EXAMPLES:

REFERENCES

Ms. Jessica Smith, Manager
McDonald’s Restaurants of Bay City
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Bay City, MI 48706
(989) 555-9999 (Work)
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