

Sample Reference Page

Your Name

Your Mailing Address Your Phone Number Your Email Address Your Portfolio link (optional)

References

Name of Reference (Including Prefix/Suffix, Ms., Miss, Mrs., Dr., PhD, etc.)

Title/Position

Place of Employment

Street Address

City, State, Zip Code

Phone Number(s)

Email Address

Relationship: (optional)

Name of Reference (Including Prefix/Suffix, Ms., Miss, Mrs., Dr., PhD, etc.)

Title/Position

Place of Employment

Street Address

City, State, Zip Code

Phone Number(s)

Email Address

Relationship: (optional)

Name of Reference (Including Prefix/Suffix, Ms., Miss, Mrs., Dr., PhD, etc.)

Title/Position

Place of Employment

Street Address

City, State, Zip Code

Phone Number(s)

Email Address

Relationship: (optional)

Name of Reference (Including Prefix/Suffix, Ms., Miss, Mrs., Dr., PhD, etc.)

Title/Position

Place of Employment

Street Address

City, State, Zip Code

Phone Number(s)

Email Address

Relationship: (optional)

Tips:

- Use the same header from your resume/cover letter so your materials look like a well put together packet
- Your references should be work related or college faculty (DO NOT use family and friends)
- List your references in order of impressiveness and according to who will give you the best reference
- Contact your references to get their permission to use them as a reference (“Are you willing to provide a positive reference for me?”)
- When you submit your application packet, provide your references with a copy of your cover letter, resume, and the job posting to better prepare them to speak with the employer
- Thank your references!



259 Highsmith Union - career.unca.edu - career@unca.edu - 828.251.6515