

# Reference Page Writing Guide

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*You should submit a reference page with your résumé and cover letter. A reference page will be on a separate page from both your résumé and cover letter.*

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A reference page is a list of contact information for your professional references.

Before you begin writing your reference page, make sure to ask for permission to list their information (see reverse side for what to include). Provide references with a copy of your résumé and the position description so they are prepared to discuss your merits with the potential employer.

Include 3 to 5 professional references. Professional references may include professors, employers, advisors, coaches, and volunteer supervisors.

When you create your reference page, use the same letterhead that you used on your résumé. Also use the same font and font size.



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## **Reference Page Sample:**

**John Doe**

665 Elk Road, Nowhere, PA 18859

Residence: (570) 675-0000 ~ [john.doe@keystone.edu](mailto:john.doe@keystone.edu) ~Cell: (570) 000-4444

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## **Professional References**

### **1). Jason Smith**

*Director of Student Activities, Calcaneus College*

1560 Creek Road, Nowhere, PA 18859

Jason.Smith@outluk.com

Phone: (570) 888-9999

### **2). Kerry Hart**

*Manager, Phalanges International*

6789 Stone Road, Nowhere, PA 18859

K.Hart@outluk.com

Phone: (570) 000-7666

### **3). Jerry McGuire**

*Executive Director, Mandible Enterprises*

7898 Rocky Road, Elsewhere, PA 17768

Jerry.McGuire@outluk.com

Phone: (570) 879-8888