

# RESUME REFERENCES

**You need professionals who can vouch for you!**

## **What is a reference?**

References are professionals, such as supervisors, professors or advisors, who can speak positively about your skills and qualifications.

## **Where should I list my references?**

- Create a separate page that looks like your resume and is on the same type of paper.
- Do not list your references on your resume! They will be provided upon request. Besides, this leaves extra room for your important skills and qualifications.

## **Who should I ask for a reference?**

- A good reference is someone you've known for a least 1 year, preferably 3 years. For example:
  - Supervisors, professors and/or advisors
  - Personal references, such as family and friends, **are not** typically valued by employers or graduate programs.
- References should be able to confirm your resume and offer **positive feedback** about your credentials.
- Always have at least 4-5 references in mind. Be sure to explain the purpose of the recommendation and when they may be contacted.
- References should be able to answer the following:
  - How long they have known you
  - Their professional relationship to you
  - Description of your duties
  - Quality of your work
  - Communication skills (oral and written)
  - Decision-making ability
  - Strengths and weaknesses
  - Attendance

## **How should I format my reference page?**

- Include the same contact information as listed on your resume (top of the reference page).
- Use the same font and font size as on your resume.
- Limit your reference page. It should not be longer than 1 page.
- Always list the most important reference first.
- Include the following information for each reference:
  - Name
  - Title
  - Organization
  - Street address
  - Phone number
  - Email address

## **How should I follow-up with my references?**

- Be sure to send a thank-you note or email to everyone that writes you a recommendation.
- Inform them if you get the position and/or acceptance you were looking for. This helps your chances in the future for another recommendation.

*References, Career Development Center, Arcadia University, Glenside, Pennsylvania. Retrieved from <http://www.careerhelp@arcadia.edu>*



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