



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Reference Guide and Example

Prepare a reference document containing a list of professionals that have agreed to be contacted about your performance, skills, and abilities.

Reference Document Pro Tips:

- Supervisors, coworkers, professors, coaches, non-family members
- Ask permission for the individual to be a reference and gather their updated contact information
- Let the reference know when you have given a potential employer their name; inform them about the position, job description and your current qualifications
- Create a reference page with the following information:
 - Reference name
 - Current title
 - Organization name
 - Phone number
 - Email address
 - Reference description
- Provide references upon employer request only
- Do not write on your resume “References Available Upon Request”

For more information on a reference list: [Indeed article on reference page](#)



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Your Name

Current Street Address [optional] | City, State, Zip Code | name@cuw.edu | Phone Number
LinkedIn/Portfolio Link [optional]

References

First Name Last Name

Current Title

Organization

Phone Number

Email

First Name Last Name was my direct manager [title] when I was department manager at xyz company.

First Name Last Name

Current Title

Organization

Phone Number

Email

First Name Last Name was my direct manager [title] when I was department manager at xyz company.

First Name Last Name

Current Title

Organization

Phone Number

Email

First Name Last Name was my direct manager [title] when I was department manager at xyz company.