



# REFERENCE LIST TIPS

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- Replicate the header from your resume for consistency
- Do not include references on your resume; instead, create a separate page of references
- List 3-5 people who can attest to your professional qualifications, personal qualities, and work ethic; this may include supervisors, professors, mentors, and colleagues
- Avoid listing family members/friends as references
- Include full details for each of your references: name, title, department/organization, address, phone number, email, as well as your relationship
- Be sure to ask permission before listing the contact on your reference list; also, be sure to let them know each time the reference list is provided to an employer

**Blake Owens**

Replicate heading from resume and cover letter for consistency

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## REFERENCE LIST

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Typically it's appropriate to include 3-5 references. Include contact information such as address, phone and email, as well as your relationship to the reference. Be sure to ask the person in advance whether they would be willing to serve as a positive reference!