

How A Reference Page Should Look

How you document the contact information for each of your references with potential employers depends on the instructions provided by the employer. Do you have to supply letters of recommendation (also known as letters of reference)? Or, can you simply provide the contact information for each of your references? There is no one correct answer - it really depends on the position. There is, however, one piece of advice that will probably help you - **create a reference page that you can send to a potential employer.**

A reference page simply lists all the contact information for each one of the people who have agreed to speak on your behalf. This usually includes:

- Their name,
- Title,
- Full mailing address,
- Work telephone number, and
- Email address for each person.

Should you list their home address or phone number? Probably not. You may list it if your reference person gives you permission to do so, but it's best to list their work contact information only.

Here is a sample of how a reference page can look:

James A. Smith

1243 Cable Street
Adrian, MI 49221
jsmith@adrian.edu
517-123-2364

References

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