

References Page

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni & Career Services

- Most organizations request 3-5 references. Use the same outline for each reference as shown below.
- Print your reference page on résumé paper. You want your cover letter, résumé, references and an application (if applicable) all to match.
- ALWAYS ask someone to be a reference ahead of time. Ask that person if he/she is comfortable giving you a **positive** reference. If a prospective employer or internship provider calls a reference you haven't requested or notified, he or she may be upset with you and give you a poor reference. He or she could also be ill prepared to speak about your skills without hearing from you first about the position and your decision to apply.
- Offer to send an updated copy of your résumé, either in hard copy or via e-mail, to each of your references. By sending them a copy of your résumé, you enable your references to stay up-to-date on your skills and experiences and better speak to your abilities.
- Avoid using "character" references. These are people like a sports coach from high school, someone from your place of worship, a parent, or a family friend. These are okay if the organization requests a character reference (Ex: The FBI, the police, law enforcement positions, etc.), but for the most part, organizations want professional references – people who can speak firsthand about your performance at work or in class. Supervisors, co-workers, and professors with whom you have a good relationship are all good reference options.
- Thank your references – regardless of whether you get the job, send your references a quick note of thanks for supporting you in your job search process.

Sample Reference Page

JAMIE T. STUDENT*

28 Westhampton Way | Richmond, VA 23173 | (804) 555-5678 | studentjtt@richmond.edu

REFERENCES

** (Dr./Mr./Ms./Mrs.) Name

Title

Organization

Address

City, State Zip

(Area Code) Telephone #

E-mail address (if he/she has one)

***Relationship

** (Dr./Mr./Ms./Mrs.) Name

Title

Organization

Address

City, State Zip

(Area Code) Telephone #

E-mail address (if he/she has one)

***Relationship

Third Reference

*Use the same header on your references page as you do on your résumé for continuity. If your reference page gets separated from your résumé, the employer has your contact information.

**Always put some sort of descriptor here. There is nothing more embarrassing for a reference checker than insulting the person they are about to have a conversation with. Ex: "Hi, is Ms. Knight there?" "This is DOCTOR Knight." Do your homework and find out if they have their doctorate. Ms. is appropriate and professional for women who do not have doctorates.

***Optional. This gives the person checking your references a feel for who he or she is about to speak to when calling.

Ex: Mr. Jones supervised me while I worked at #1 Sales Company.

Ex: Dr. Smith taught me Chemistry 101 & Biology 302. He has known me for two years.