

References

It is generally recommended that references be included on a separate page rather than as part of a resume. Here are some guidelines about listing references:

- ◆ Have three to four references available.
- ◆ Get permission to list people as references before doing so.
- ◆ Select people that will speak favorably about you.
- ◆ If you know someone who works at the company, ask if they will give you a good reference.
- ◆ Include the job title, company, address, and phone number of all references.
- ◆ Print the list on the same paper used for your resume and cover letter.

Once you have a list of references, arrange them neatly on a separate page. Here is an example of the information to include:

References for Susan White

Janine Cobb, Manager
Cobb Enterprises
2650 West Hill Avenue
Valdosta, GA 31601
229-242-1878

Larry Owens, Licensed Practical Nurse
St. Johns County Health Department
409 Palms Court
St. Augustine, FL 32085
904-823-1859

Keith Wrackely, General Manager
Chevrolet Autos
1500 North Valdosta Road
Valdosta, GA 31602
229-244-2565

Applications also require references and having this information available will help you complete this portion of job applications more easily.