

# RÉSUMÉ—References Page Sample

## Jo Alumni

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### References

#### **Associate Professor Michael D. Graham**

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#### **Professor Juan J. de Pablo**

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#### **Assistant Professor Paul F. Nealey**

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#### **Professor Emeritus R. Byron Bird**

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Department of Chemical Engineering  
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**NOTE: See your ECS advisor for questions regarding your references.**

- 1. The reference page should always include your full name.**
- 2. The header should include a page number if the reference page is to be included as a second or third page of the résumé.**
- 3. Or, the reference page should include the full header (name and all contact information)—as shown here. This page should be used as an addendum page to the résumé.**

### ECS TIPS

- ◆ **Ask 3 people to be references for your job search. Share a résumé with each and keep them up-to-date on your interviews.**
- ◆ **One reference should be from a work setting, while another should be from the UW-Madison, if possible. The third reference can support either your work or your academic qualifications.**
- ◆ **If you have 1 or 2 other people who would be strong, professional references, include their names and contact information also.**

## Consider and Ask References

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**Think carefully about selecting your best 3–4 references:  
1 academic, 1 work-related, 1–2 additional of either.**

Carefully consider people who are enthusiastically willing to serve as references for your job search. You will list reference names and contact information on your résumé. Employers will generally contact references by phone or email; they will not request a formal letter of recommendation. So, how do you select references? Some factors to keep in mind as you review past and present mentors, supervisors, advisors, and professors in an attempt to develop the best reference list possible:

1. The ideal reference list includes a former employer or supervisor and an engineering professor, assistant professor, or lecturer. The third reference will be an additional employer, professor, or mentor.
2. Always ask individuals if they would be willing and able to serve as your job search reference. Provide them with a relatively easy way to decline your request. By proceeding in this manner, you will be assured that, if accepted, the reference is genuinely enthused about your career path and will not be “bothered” when employers call.
3. References should be included as part of or as an addendum to your résumé.
4. Although references are generally not checked prior to the first interview, you will be better prepared for the job search if you have completed your references list as soon as possible.
5. Include a phrase or title defining the relationship between you and the reference. It should state “advisor,” “co-op supervisor,” “mentor at Harley-Davidson,” or “professor for ME 309 and ME 416.”
6. Provide each reference with a complete résumé and list of references.

Be prepared to give your reference list to a recruiter. A reference list can also be attached in your follow-up thank you email sent immediately after the screening interview. Be ready to provide complete information regarding 3–4 references at the on-site interview.

Formatting suggestions include:

- **Do not** include the statement *References Available Upon Request on your resume*. It simply states the obvious. Use this valuable résumé space more effectively to further describe experiences or list qualifications.
- For a one-page résumé, develop a separate reference page as an addendum to your résumé.
- Graduate students or experienced alumni with a multiple-page résumé should develop a reference page as an addendum or may present references as the last section of résumé.
- Obtain approval from each reference and determine which contact information to present to employers (phone, email, or both—what does the reference prefer?)
- Keep your references aware of the status of your job search—still looking, considering offers, or accepted-employment.
- Thank your references.