



# SAMPLE REFERENCE PAGE

- References should not be listed on your resume.
- Include a separate page for references. The references page should only be submitted upon request.
- You will want to have 3-5 professional references available when applying for positions.
- Make sure you ask the potential references BEFORE giving their names out as references!
- When you request a professional reference, it is important to mention your connection. For example, if the reference was one of your professors, remind them of the class you were in and when. Also, let them know what position you are applying. Consider asking if they would feel comfortable writing about the skill set and/or experiences you could bring to the position.
- Include the following information for each reference:
  - Name
  - Title
  - Business Address
  - Business Phone Number
  - Business Email Address (if they have one)
- The following is an example of a references page. The header and font should match your resume and cover letter.

## References

Mr. Albert Jones  
Director of Human Resources  
XYZ Computers  
123 Anyroad Lane, Suite 456  
Averagetown, SC 12345  
(864) 555-5555  
ajones@xyz.com

Dr. Susie Engineer  
Associate Professor, College of Engineering  
Clemson University  
001 Earle Hall  
Clemson, SC 29634  
(864) 656-ABCD  
dr.susie@cu.com

Mr. Johnny Smith  
Manager  
Tiger Restaurant  
789 Clemson Lane  
Clemson, SC 29631  
(864) 123-4567  
smithj@trest.com



# HOW TO ASK FOR A RECOMMENDATION

## PROFESSOR VERSION

Glen Coleman  
81559 Polaris Street  
Worcester, MA 02375

Dear Mr. Coleman:

As one of my major professors, you have contributed a significant amount to my understanding of \_\_\_\_\_(FIELD). In your final class (COURSE NAME) last semester, you offered to help any of the students with their job search. Since you know the quality of my writing and my command of \_\_\_\_\_(FIELD), I would be honored if you would provide a letter of reference for me.

I am targeting a position as a \_\_\_\_\_(TITLE), and anticipate that my demonstrated command of \_\_\_\_\_(FIELD) and \_\_\_\_\_(FIELD) will play a crucial role in meeting the requirements of the job. As you mentioned in evaluations of my coursework, I have shown that I am able to communicate well in either written or oral form and have built a reputation for delivering professional quality results. With a solid theoretical foundation for my professional career, I look forward to applying the skills I have developed in school to advancing the field of \_\_\_\_\_(FIELD).

Thank you, in advance, for your assistance in my job search. I will contact you soon to confirm that I can include your name on my reference list, or you can reach me at \_\_\_\_\_(PHONE/E-MAIL) or \_\_\_\_\_(PHONE/E-MAIL).

Sincerely,

First Name, Last Name  
Enclosure

## SUPERVISOR VERSION

Glen Coleman  
81559 Polaris Street  
Worcester, MA 02375

Dear Mr. Coleman:

As a supervisor, you have contributed a significant amount to my understanding of \_\_\_\_\_(FIELD). In my internship (SPECIFY INTERNSHIP POSITION OR OFFICE) last semester, you offered to help any of the students with their job search. Since you know the quality of my work and my command of \_\_\_\_\_(FIELD), I would be honored if you would provide a letter of reference for me.

I am targeting a position as a \_\_\_\_\_(TITLE), and anticipate that my demonstrated command of \_\_\_\_\_(FIELD) and \_\_\_\_\_(FIELD) will play a crucial role in meeting the requirements of the job. As you mentioned in evaluations, I have shown that I am able to communicate well in either written or oral form and have built a reputation for delivering professional quality results. With a solid theoretical foundation for my professional career, I look forward to applying the skills I have developed in school to advancing the field of \_\_\_\_\_(FIELD).

Thank you, in advance, for your assistance in my job search. I will contact you soon to confirm that I can include your name on my reference list, or you can reach me at \_\_\_\_\_(PHONE/E-MAIL) or \_\_\_\_\_(PHONE/E-MAIL).

Sincerely,

First Name, Last Name  
Enclosure