

# Sample Reference Page

Using the same format as your resume will tie all your information together and create a professional and consistent look.

References for

## Jane Doe

123 Main Street

Barrie, Ontario, L4K 1T7

**(705) xxx-xxxx**

## PROFESSIONAL:

Name

*Job Title*

Company Name, City, Province Phone Number(s) (work/home)

E-mail (if preferred way to contact this person)

Name

*Job Title*

Company Name, City, Province Phone Number(s) (work/home)

E-mail (if preferred way to contact this person)

Name

*Job Title*

Company Name, City, Province Phone Number(s) (work/home)

1. mail (if preferred way to contact this person)

## CHARACTER/PERSONAL: (optional)

Name

*Job Title*

Company Name, City, Province Phone Number(s)

Name

*Job Title*

Company Name, City, Province Phone Number(s)

This *Employment Ontario* service is funded in part by the Government of Canada.



**References Worksheet**

It is generally a good idea to keep your application package to a minimum, including just your cover letter and resume unless asked to include references. References are generally listed on a separate sheet of paper.

## Letters of Reference/Recommendation

It is not necessary to attach letters of reference to your resume. You can supply them at the in­ terview or when you are asked for your references.

If you have several, choose the best three which are most related to the job you are applying for.

Reference letters leave a good impression even if employers say they do not require them. Also, include letters of reference/recommendation in your portfolio.

# CREATING YOUR LIST OF REFERENCES

**Professional References (work-related)** Create a list of individuals who would present you positively to a prospective employer, preferably those who can discuss your work habits. Three work-related/professional references are ideal. Your list might include: supervisors, co-workers, volunteer co-ordinators .

## Character/Personal References

It is also appropriate to include two character/ personal references. For example: teachers, doctors, landlord, other professionals.

# Guidelines For Using References

* + Call each reference and ask permission *prior* to giving a potential employer their name. Be sure to ask if they will give you a positive reference. If they will, verify their current employer, title, phone number(s), and availability.
  + Give your references a copy of your current resume so they know your work history and the type(s) of jobs you are applying for.
  + You might even have a friend call your references to verify they are good ones. Have your friend prepared with a job in mind that you are applying for (one that fits your skills) as well as a list of questions to ask. Remember if the reference does not convince your friend to hire you, they will not convince an employer either. Look for another reference!
  + If your reference has changed jobs include their current title, employer, and phone number, and the company where you were employed together.

## Example:

Joe Knowsme

*Office Manager*

XYZ Corporation, City, Province

Formerly: Officer Supervisor, Past Company Name City, Province

(123) 456-7890

***Thank Your References***

*Express your appreciation and send your references* a *thank-you letter or note.*

*Let them know the outcome of your job application.*

## Professional:

Reference Name \_ Job Title \_ Place of Work \_

Phone Number(s) \_ E-mail \_

Reference Name \_ Job Title \_

Place ofWor"-------------- Phone Number(s) \_

E-mail \_

Reference Name \_ Job Title \_ Place of Work \_ Phone Number(s) \_

## Character/Personal:

Reference Name \_ Job Title \_ Place of Work \_

Phone Number(s) \_