



MICHIGAN 4-H CAREER EDUCATION HANDOUT

Reference Page Sample

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REFERENCES

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Internship Supervisor, New Options, 2023 – 2024

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Soccer coach, 4 years





Key Points about References

- List three to five references on a separate page from your resume. The number of references needed may be listed on the job posting. If the hiring manager does not specifically say how many references they want, including three is usually appropriate.
- Only provide references when requested by an employer. Not all jobs require references.
- Do not include family members as references.
- Include for each reference: name, title, place of employment, address, phone number and email. In addition, list their relationship to you. List your strongest reference first.
- Choose references wisely. Make sure they will represent you in the most positive way. Reference should be able to speak about your skills, work ethic, and character.
- Secure your references before you need them. Having your references ready ensures you are prepared when an opportunity arises.
- Ask first if they would be willing and interested in being a reference.
- Confirm your references contact information, preferred method of contact and current job title.
- Provide your references with a copy of your resume and provide a job description. This helps your reference know which skills, traits and experiences they should focus on.
- Include your name and contact information at the top of your reference page in case it gets separated from the resume. Your reference page should be typed with a readable font. The font and style should match your resume.
- Proofread your document.

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