



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

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The Reference Page

Your Name

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City, State Zip Code
Phone Number
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References

William Shepardson, Sales Manager

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Dr. William Foster, Professor of Management

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Mary Plain, Sales Representative

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A Few Words About References

- Three to five references is optimal.
- Ask a reference's permission before giving his/her name to an employer. Give your references a copy of your resume so they can provide more comprehensive comments about your qualifications.
- Include the reference's job title. You may also need to indicate if the telephone number is a work or home number.
- The most effective references are those of former employers, individuals functioning at the same level as those to whom you are applying, or college professors or advisors who are familiar with your work. Never use a family member as a reference, even if you have worked for a family-owned business.
- Your reference sheet should be on the same type and color of paper, with the same font as your resume.