



REFERENCES PAGE

A references page is a list of people who will endorse you as an employee to a prospective employer. A reference can be a previous employer/supervisor, instructor, mentor, or other person you've had a good, professional relationship with. A reference should not be a family member, friend, or classmate. You **MUST** professionally ask permission to list anyone as a reference, and you should also let them know if and when you're actively sending out job applications, so they know when they're likely to be contacted. When it comes to creating your references page, keep it simple and to the point:

Heading

- Your name, complete mailing address, phone number, email address ... identical to your résumé and cover letter.
 - Keep it simple. You do not need to write "Email: firstname.lastname@the-bac.edu" or "Phone: 617-555-5555."
 - List one phone number, the one you'd want prospective employers to reach you at. Answer it professionally, and be sure you have a professional outgoing voicemail message.
 - Use a professional email address, e.g. BAC email. Remove all hyperlinks throughout all documents.

Reference 1

- Title, company name
- Phone number, email address
- (Optional: your relation to him/her and/or duration of acquaintance)

Reference 2

- Title, company name
- Phone number, email address
- (Optional: your relation to him/her and/or duration of acquaintance)

Reference 3

- Title, company name
- Phone number, email address
- (Optional: your relation to him/her and/or duration of acquaintance)

Unless otherwise specified by the prospective employer, three or four references are usually sufficient.

Ordinarily, you do not submit a references page right away (along with your cover letter and résumé), rather when it has been requested by the prospective employer. (Along those lines, you do not need to write "References Available Upon Request" on your résumé. These days, it's assumed that references, as well as work samples, are available at any point during the application process.)

Remember, every document must be 100% free of spelling, grammar, and punctuation errors. Once you have a résumé drafted, make an appointment with the Learning Resource Center (writingcenter@the-bac.edu).