



Campus Life Building • Room 220 • DeKalb, Illinois 60115
Website: www.niu.edu/CareerServices
Phone: (815)753-1641
E-Mail: CareerServices@niu.edu

The Reference Page

Your Name

Street Address
City, State Zip Code
Phone Number
E-Mail Address

References

William Shepardson, Sales Manager

Chicago Supply Company
1425 N. Michigan Avenue
Chicago, IL 60611
(555) 555-1236
wshepardson@csc.com

Dr. William Foster, Professor of Management

Management Department
Northern Illinois University
1250 Wirtz Hall
DeKalb, IL 60115
(815) 555-3333
wfoster@niu.edu

Mary Plain, Sales Representative

Innovative Products Company
1266 W. Adams Street
Chicago, IL 60611
(555) 555-4011
mplain@innovativeproducts.com

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.