References

OSU-Cascades Career Development Center

If you are asked to include references with your application these should be on a separate document from your resume. You will want to include 3-5 PROFESSIONAL references (unless otherwise indicated). References could include supervisors, advisors, professors and coaches.

References Guidelines

- Format your references page similarly to your resume, with the same margins, font style and size
- Include all of the necessary information for each reference: name, job title, name of company, mailing address of company, email address, and phone number. Some companies will ask you for your relationship to the person and how long you have known them – this would be included underneath their name.
- The order of your references is up to you. It is encouraged to present them in the order which you would like them to be contacted.
- Make sure to ask all of your references if they are willing to be a positive reference for you before including them on your application. It is also helpful to keep your references up to date on your search so they have a heads up before potential future employers contact them.

References Sample

Benny Cascades
2600 NW College Way, Bend, OR, 97701
benny.cascades@onid.oregonstate.edu, 541-322-3157

References

Name
Job Title
Company Name
Company Mailing Address
City, State, Zip
Email
Phone

Name
Job Title
Company Name
Company Mailing Address
City, State, Zip
Email
Phone

Questions?

If you have questions regarding your references and/or references page, contact the Career Development Center: Tykeson Hall 106, career@osucascades.edu, www.osucascades.edu/cdc