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References – General Tips and Techniques

References for

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Current

1340 E. Seminary Drive
Littleton, CO 80120
303-778-5555

After May, 2010

122 Graduate Lane
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Peter Jossey-Bass, Textbook Manager
Student Center Bookstore
1400 E. College Drive
Cheyenne, Wyoming 82007
307-778-1234
basspete@lccc.cc.wy.us

John Lender, Shift Supervisor
Bagelby's
1100 Yellowstone Ave
Pocatello, Idaho 83204
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Dr. Lisa Poore, Associate Professor
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- A total of 3-5 references is optimal.
 - ALWAYS ask permission from a reference before giving their name to an employer. It is also a good idea to give your references a copy of your résumé.
 - The most effective references are those given by 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.
 - Your reference page heading should resemble the heading on your resume, using the same color and type of paper and font style.
 - References may be centered or left-aligned, depending on your preference.
 - **THE REFERENCE PAGE IS NOT PART OF THE RÉSUMÉ!**