

# Reference List Guide

- The Reference List uses the same type of header as your resume, with your name, address and contact information.
- You should not type "References Available upon Request" at the bottom of your resume. Just have a Reference List typed up and ready to hand out if requested.
- The font is a standard serif type and is consistent with the font used on the resume.
- The second line says "Reference List" or "List of References" to identify the document.
- The Reference List should be only one page, with 3-4 references listed.

For each entry, the following information should be provided:

**Name of Reference**

**Current Position/Title**

**Current Employer/Company**

**City, State, Zip Code of Employer**

**Phone Number**

**E-mail Address**

**Relationship to you: supervisor, co-worker, team leader, etc.**

**J O B M A P**



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