

How to Create a Reference List

Determine who to ask to be a reference

who know you well and can articulate why you'd make a successful
A direct supervisor is a better choice than the company's CEO, for example

Be prepared

. It's important

Paper choice

Show gratitude

What to Include on a Reference List

Heading and a title

Place the "References" title below it

Include the following information for each reference:

Joe B. Piper

-523-

JPiper01@hamline.edu

References

John Olson

Tina Nguyen

Brenda Green