

SAMPLE REFERENCE PAGE

Career Planning & Professional Connections, University of Wisconsin – Green Bay
SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/career-planning

For your references, select individuals who can attest to your work ethic, academic performance, skills and abilities. Avoid asking friends or family members to be references for you unless you have worked for them as an employee. Always ask individuals to serve as references *prior* to listing on your reference page. Tips for identifying references for employment or graduate school can be found on the Career Planning website at www.uwgb.edu/career-planning.

Include the following information for each of your references:

- Name
- Organization/Company
- Phone Number
- Title
- Mailing Address
- E-mail

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