Reference Guidelines

- Use the same heading for your references as you have on your resume.

- Employers typically ask for 3-5 references so try getting at least 5 when you start your job search. If the employer only wants 3 or 4, choose the 3 or 4 most relevant to the position and industry.

- Do not include anyone on your reference list without asking their permission first.

- Do not include personal references unless the employer specifically requests them. The exception to this would be for a young student without a work history.

- References should be provided only when asked for. Do not include them with your application, or with the submission of your resume, unless they are requested. Bring them with you to your interview but submit them only if you are asked to.

- Contact your references as soon as you have hand out the reference list. You may want to send them a current copy of your resume, as well as a description of the position for which you've interviewed.

- Email addresses are also recommended but not everyone is comfortable using them.

- Do not reference them in your resume (i.e. "References provided upon request")

Resume Do's & Don'ts

1. **Do not** list "Resume" at the top of your resume. This should be obvious.
2. Your contact information should be listed at the top of your resume, including a phone number and an email address. Your home address is optional.
3. Print your resume on quality paper.
4. Define a clear job target or objective statement
5. **Do not** include any personal information such as age, marital status, race, religion.
6. **Do not** include a picture of yourself unless you are applying for a modeling or acting job.
7. Knowledge, skills and abilities required for the position should be listed clearly in the top have of your resume.
8. **Do not** hand-write, cross-out or white out anything!
9. Ideally, the standard resume should be a minimum of 1 page and a maximum of 2 pages in length.
10. Work experience should be summarized concisely, showing accomplishments in quantitative or results-oriented form when possible.
11. **Do not** list address, supervisor's names and phone numbers in your "Employment History" section.
12. **Do not** list "References Upon Request" on the bottom of your resume.
13. **Do not** list a "Hobbies" section on your resume.
14. Use "white space" appropriately to create a resume that is easy to read.
15. Dates should be listed for experience acquired in the last ten to fifteen years.
16. Make sure that both font size and style are visually appealing and easy to read.
17. **Do not** spray cologne or perfume on your resume.
18. **Do not** abbreviate or use acronyms on your resume.
19. **Do not** list reasons for having left a job.
20. Always use 3 sets of eyes to proofread your resume, and have three different people critique your resume.