

# SAMPLE REFERENCE PAGE

## Career Services at the University of Wisconsin – Green Bay

SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/careers

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Select individuals who can attest to your work ethic, academic performance, skills and abilities. Unless you have worked for them as an employee, do not ask friends or family members to be references for you. Always ask individuals to serve as references *prior* to listing on your reference page.

Include the following information for each of your references:

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

Tips for identifying references for employment or graduate school can be found on our website at [www.uwgb.edu/careers](http://www.uwgb.edu/careers).

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