

SAMPLE REFERENCE PAGE

Career Services at the University of Wisconsin – Green Bay

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

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 (optional)

Tips for identifying references for employment or graduate school can be found on our website at www.uwgb.edu/careers.

SUSAN B. PHOENIX

2421 Nicolet Drive
Green Bay, WI 54311
(920) 555-XXXX
phoenixsb123@uwgb.edu

REFERENCES

Jack Deer

Assistant Director
Office of Residence Life
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311
(920) 465-XXXX

Patricia Kent-Jones, Ph.D.

Associate Professor
Department of Economics
University of Wisconsin-Green Bay
2420 Nicolet Drive
Green Bay, WI 54311
(920) 465-XXXX

Drew Cash

Executive Director
Tango and Cash Investments
2211 Webster Street
Green Bay, WI 54301
(920) 469-XXXX