Employers will request 3-4 references in a job application. Types of references may include:
- Past employers, supervisors, professors and professional colleagues
- Consider people that have a positive opinion about you

**Helpful Tips:**
- Ask a person to be your reference before you list them as one
- Consider sending your references a copy of the job application you are applying for in advance
- Ask your references to share a recommendation for you on LinkedIn

Do **NOT** include your reference sheet on your résumé. This should be a separate document.

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**Example Reference Sheet**

Joe Cowboy  
Laramie, WY | (307) 555-5555 | jcow@uwyo.edu

References
Reference Name
Reference’s Job Title
Employer
City, State ZIP Code
Reference’s Phone Number
Reference’s Email Address
Relationship to Reference if asked by employer