

Brutus Buckeye

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References

Dr. Sandra Bullock

Clinical Instructor - Medical Surgical Rotation

The Ohio State University - College of Nursing

234-567-8910

Bullock.0@osu.edu

Dr. Tom Cruise

Assistant Clinical Professor

The Ohio State University - College of Nursing

345-678-9012

Cruise.0@osu.edu

Betty White

Volunteer Supervisor

American Red Cross - Columbus, OH

456-789-0123

Bwhite@americanredcross.com

What to include for each reference:

- ✓ Name (first and last); Add credentials, as needed. Avoid Mr., Mrs., Miss., or Ms.
- ✓ Position currently held
- ✓ Employer/Location
- ✓ Phone Number (work phone number)
- ✓ Email (work email)

Tips:

- **Do not include a reference sheet unless you are prompted to. Some opportunities will request you to include references along with your resume, but most will request references either within the application or further along in the process after a successful interview.**
- Ask ahead of time! Send a quick email asking if they can be a reference for you. Let them know they may receive an email or phone call from the prospective employer.
- Choose references in a variety of roles such as supervisors from a workplace and lecture/clinical instructors.
- If the reference is retired and no longer works in that role, it is still acceptable to reach out to that person as a reference.
- The header should be consistent with the header on your resume and any other application documents that you submit together.