# Guide To WRITING A REFERENCE PAGE



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### Earl E. Bird

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## References

### Ms. Tammy S. Serati

Senior Vice President, Human Resources H&R Block 4400 Main Street Kansas City, MO 64111 (816) 213-0000 tserati@hrblock.com **My supervisor for the past three years.** 

### Dr. Alice Greife

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### Dr. Sandra D. Merrill

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#### Professor from my minor program

#### **Helpful Hints:**

- Notify each reference that you are including them as a reference
- Always pick professional over personal- no more than five references total
- Let the references know ahead of time and send them your current resume
- Ensure correct and complete information for each reference
- Bring your list of references to every interview