# References

* Use the same heading for your name and contact information as you did on your resume.

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**REFERENCES**

* Include descriptions of how the references know you (e.g. what skills they can discuss).
* Choose individuals who know your work performance and academic abilities well and can provide specific information in a reference.
* Only include a personal reference if specifically requested.

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ALWAYS ask for permission before including someone in your reference list. You don’t need to notify your references about each position you apply for however, you should notify them once you begin interviewing. You don’t want your references to be caught off guard by a potential employer.

As a courtesy, give your references a copy of your resume so that it’s available as a reminder of your accomplishments and skills.