

Reference List Guide

Utilize the same header format from your resume and cover letter

References List

Title

Name (pronouns)

Job Title, Company

Dates Known

Phone Number

E-Mail Address

Title

Name (pronouns)

Job Title, Company

Dates Known

Phone Number

E-Mail Address

Title

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3-5 references is standard, consult application requirements

Select people who can speak to you and your growth over time professionally

***ASK THEM IF THEY CAN SERVE AS A POSITIVE REFERENCE PRIOR TO
PROVIDING THEIR NAMES TO THE COMPANY!!!