

Reference List Guide

Utilize the same header format from your resume and cover letter

FIRST NAME LAST NAME

City, State

Phone Number

E-Mail Address (Professional)

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

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

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!!!

Send them a copy of the job description you are applying for, so they know what qualities and skills to speak to