

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