

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

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Job Title, Company
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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!!!

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