

References

Your Name
Address
Phone Number
Email

Reference Name

Job Title
Company Name
Business Address
Business Phone Number
Business Email Address

Reference Name

Job Title
Company Name
Business Address
Business Phone Number
Business Email Address

- ▣ Include references on a separate page from your resume.
- ▣ Bring it with you to the interview, only provide the list if asked.
- ▣ 3 -5 professional references is standard
 - ▣ Person must have had a supervisory position over you
 - ▣ Cannot be a co-worker or a family member
- ▣ Ask each person to serve as your reference below listing him/her.
 - ▣ Provide each person with a copy of your resume and the job description for which you are applying
- ▣ Send each reference a thank you letter if they spoke to an employer on your behalf.