

Sample Reference List:

JANE DOE

Current Address (until May 20, 200X)

123 Peach Tree Street
Anywhere, NE 99163

Permanent Address

098 Somewhere Street
Somewhere, NE 98765

Name of Reference Person
Job Title
Address (include zip)

Phone (with area code)
E-mail address

Name of Reference Person
Job Title
Address (include zip)

Phone (with area code)
E-mail address

Name of Reference Person
Job Title
Address (include zip)

Phone (with area code)
E-mail address

Name of Reference Person
Job Title
Address (include zip)

Phone (with area code)
E-mail address

Note:

If you decide to send references with the resume, list 3-6 references. Remember, you must ask your reference people in advance if they are willing to provide recommendations for you. Give each person who agrees to serve as a reference for you a copy of your resume. This lets your references know about your interests, abilities, and experiences. Keeping your references well-informed will help them serve as better references for you. Ask your references if they prefer you list both their home and/or work phone numbers.

Ideally, applicants should have approximately two education-related references and two work-related references. This shows that the applicant excelled in the classroom and on the job site.

Do not ask friends, neighbors, or relatives to be your references. Instead think about past and present employers, faculty members, advisors, and/or coaches.