

REFERENCES

GOAL: *Submit a series of individuals who can confirm your skills, talents and abilities to a potential employer.*

- Submit only when requested
- DO NOT include references on the resume
- List 3-5 references on a separate page
- Use the same heading, fonts, margins to match the resume
- Always ask references for permission BEFORE including them
- Ideal references are supervisors, professors, co-workers, mentors

CARRIE R. SERVICES

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Be sure to include your name and contact information at the top using the same format as your resume and cover letter.

PROFESSIONAL REFERENCES

Dr. Carol Allen
Professor of Business
Southeast Missouri State University
One University Plaza MS 1234
Cape Girardeau MO 63701
(573) 651-5555
callen@semo.edu

Sydney Greenstreet
Executive Director
Boys & Girls Clubs – Cape Girardeau District
4321 5th Street
Your City, MO 63211
(573) 555-5555
sgreenstreet@bgcoa.org

Joe Lincoln
President/Principal Owner
XYZ Travel Agency
1234 Broadway
Our Town, MO 63012
(573) 555-4321
Jlincoln@xyztravel4u.com

Include:

- Name
- Current title
- Current employer, agency or organization they are currently affiliated
- Address (business)
- Phone number
- Email address

You may want to note your relationship to the reference, such as a former supervisor, and especially if the reference has moved to a different organization or position.