**NAME**

email  ∙  phone number

**PROFESSIONAL REFERENCES**

**Reference Name**, *Reference Position/Title*

Company Name

Contact Phone Number

Contact email

**John Smith,** *Senior Vice President*

The Top Company

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[johndoe@topcompany.com](mailto:johndoe@topcompany.com)

**Jane Brown,** *COO*

Hospital Care Company

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jbrown@hcc.org

|  |
| --- |
| * *Reference list should be a separate document from your resume – do not put “References available upon request” on your resume.* * *Ask 3-5 people to be your references (supervisors, instructors, advisors, coaches are good references; family and friends are not).* * *References should be people who have a positive opinion of you and your professional skills and experience.* * *At least one person should be someone who oversaw/supervised you.* * *You don’t have to send references if they were not requested.* * *Make sure you have confirmed and communicated with each person that they are willing to be a reference for you. Keep them informed of your updated resume and job search.* * *Use the same heading as your resume and/or cover letter to keep your formatting consistent* * *Delete this box and text if you make a copy of this sample.* |