

Miranda Jones

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(123) 456-7890 | susanexample@montclair.edu

REFERENCES

What to include:

Name of Individual
Job Title
Organization/Company
Address
Phone Number
Email

Example:

Rocky Red Hawk
School Mascot
Montclair State University
1 Normal Ave, Montclair, NJ
(123) 456-7890
rockyexample@montclair.edu

TIPS WHEN PROVIDING REFERENCES:

- Be consistent with your resume – use the same heading and font
- List professional references in the order you wish them to be contacted
- Ask permission from your references prior to providing their information and make sure they will speak positively about you
- Bring copies of your reference list to an interview
- Maintain contact with your references even when you are not looking for a job
- Thank your references when they agree to act on your behalf
- Most companies/organizations will ask for your references later on in the hiring process