REFERENCES

First Last
Organization/Company, Title of Reference
work@email.com | (555) 555-5555
Relationship: Current supervisor/Co-Worker/Previous Professor/Etc.

First Last
Organization/Company, Title of Reference
work@email.com | (555) 555-5555
Relationship: Current supervisor/Co-Worker/Previous Professor/Etc.

First Last
Organization/Company, Title of Reference
work@email.com | (555) 555-5555
Relationship: Current supervisor/Co-Worker/Previous Professor/Etc.

Provide the reference’s work email and phone number if possible unless otherwise requested. References should only be provided when requested. Never give more references than requested by the employer/recruiter.

Always ask the people you are listing as a reference if they can give you a GOOD reference before you even list them!