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Jane Doe

REFERENCES

Name, Title
Company, Organization, University
Department (optional)
Street Address
City, State and Zip Code
Phone
Email

Name, Title
Company, Organization, University
Department (optional)
Street Address
City, State and Zip Code
Phone
Email

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Department (optional)
Street Address
City, State and Zip Code
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Email

Choose 3 (no less) – 5 (no more) people to be your references. Choose those who know you, your work and your experiences and those who will say good things about you. Matching your references with your most recent work or academic experience is best, so your relationship to them will be immediately evident.

Be sure to ask those you've chosen for their permission to be listed and possibly contacted as your reference. Sending a quick email with your resume attached and a little information about jobs to which you're applying helps them be prepared for potential phone calls or emails from your potential future employers.