

## REFERENCES PAGE SAMPLE

(For more information about developing your professional reference list refer to the  
"References" topic in the Virtual Career Center

YOUR NAME

PHONE

E-MAIL

### REFERENCES

NAME

Title or Professional Relationship to You

(for instance,

Director of Marketing, ABC Enterprises)

Phone Number

E-mail

*Example:*

WILLIAM E. JONES

Director of Marketing, ABC Enterprises

123 Main Street

Main Town, State 00000

(312) 234-5678

[william.jones@abc.com](mailto:william.jones@abc.com)

[Your list of references continues]

#### ***Note:***

if the person has left the company where you worked together:

Current Title and Company

Then, former title and company, so the reader understands the connection to you

For instance:

Vice President, Business Development, XYZ Conglomerate

Formerly Director of Marketing, ABC Enterprises

### **Additional Tips Regarding References**

Three or Four references are typical

You will submit references with a resume and cover letter

*only* when references are requested.

It is more customary to take your reference list to the interview,  
so that you have it, in case you are asked.