

# PROFESSIONAL REFERENCE LIST

## ***Tips for creating your reference list:***

Have 3-5 references on your list who know your work capabilities

- Former supervisors, colleagues, or volunteer coordinators are options
- Do not include personal family members, friends, or church acquaintances on your list
- Ask the reference what information they would like to share with you- for example, they might want to share their work phone and their personal email address
- Ask the reference how they prefer to be contacted so you can let a future employer know
- Make sure the information listed is up to date so that a potential employer can contact your references
- Add new references with each job or internship that you have so that you have an up-to-date list and contacts from recent positions

<b>Reference # 1</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Company Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to You:</b>	
<b># of Years Know</b>	

<b>Reference # 2</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Company Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to You:</b>	
<b># of Years Know</b>	

<b>Reference # 3</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Company Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to You:</b>	
<b># of Years Know</b>	

<b>Reference # 4</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Company Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to You:</b>	
<b># of Years Know</b>	

<b>Reference # 5</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Company Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to You:</b>	
<b># of Years Know</b>	