

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

Reference # 1	
Name:	
Title:	
Relationship to You:	
# of Years Known:	
Company:	
Company Address:	
Phone:	
Email:	

Reference # 2	
Name:	
Title:	
Relationship to You:	
# of Years Known:	
Company:	
Company Address:	
Phone:	
Email:	

Professional Reference List

Reference # 3	
Name:	
Title:	
Relationship to You:	
# of Years Known:	
Company:	
Company Address:	
Phone:	
Email:	

Reference # 4	
Name:	
Title:	
Relationship to You:	
# of Years Known:	
Company:	
Company Address:	
Phone:	
Email:	

Reference # 5	
Name:	
Title:	
Relationship to You:	
# of Years Known:	
Company:	
Company Address:	
Phone:	
Email:	