Prepare printed references for your interview separate from your resume. Provide them only if asked to.

Reference Format:

References Name
Professional Title
Name of Workplace
Full Address
City, State, Zip Code
Telephone Number
Email address

Provide 3 – 5 references. The most credible references are people who have supervised you and/or can attest to your work ethic and skills, like supervisors, colleagues, or professors. You can include a brief statement explaining your professional relationship to the reference. Make sure that you ask the person if they would be willing to serve as a reference for you beforehand. Keep your references informed about your job search.