



# References

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

