

References should be listed on a separate page. Use the same heading you used on the top of your resume.

Include: full name of reference, title or position held, name and address of business where they work, telephone number, and e-mail address.

If the position announcement does not specify the number of references, provide three to five.

Always contact your references before using them in your application to ask them if they are willing to give you a reference. Provide them with a copy of your resume, cover letter, and a copy of the position description you are applying for. Verify with them that you have their correct contact information.

Mary Maverick

1100 North Avenue
Grand Junction, CO 81501

Use the same heading you have on your resume.

970-248-1404

mmaverick@mavs.coloradomesa.edu

Name of Reference 1
Title
Company Name
Street Address
City, State Zip
Work Phone/Cell Phone
Email

Name of Reference 2
Title
Company Name
Street Address
City, State Zip
Work Phone/Cell Phone
Email

Name of Reference 3
Title
Company Name
Street Address
City, State Zip
Work Phone/Cell Phone
Email