References

Think carefully and strategically about your references, who should speak of your performance in glowing terms. After all, employers are asking for these references to learn more about you as a potential employee. Always get permission prior to listing someone as a reference. It is a good idea to send them a copy of the position description and a copy of your resume prior to your interview. Remember to let your reference know when you’re hired.

Your Name

340 Foothill Blvd., Claremont, CA 91711 | 909.621.0000 | email

College Address

340 E. Foothill Blvd.
Claremont, CA 91711
909.624.1234

Permanent Address

123 Some Street
Summerland, CA 93067
818.555.4321

References

Name, Title
Company/Organization
Address
City, State, Zip
Phone and Email

Mr. Reference was my direct supervisor at ABC Company. He can attest to my customer service skills and interest in learning new systems.

Name, Title
Company/Organization
Address
City, State, Zip
Phone and Email

Tip:

Three to five references are appropriate. Ask professors in whose class you have excelled or with whom you’ve done research, a staff member who has mentored you, a current or previous work supervisor or a coworker with whom you’ve worked closely on a project.