



Reference Page Format

Typically three professional references are requested as part of the interview process. References are individuals who know you and how you work, such as previous supervisors or college instructors. When you ask these individuals to use their name as a reference you are asking them to give a recommendation for you to your potential employer.

Your references should be listed on a separate sheet of paper with the same heading as your resume.

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(603) 123-4567
jms@yahoo.com

Professional References

Name
Title
Company Name
Address
Phone Number
Email address

Name
Title
Company Name
Address
Phone Number
Email address

Name
Title
Company Name
Address
Phone Number
Email address