

Sample Reference List:

## JANE DOE

**Current Address (until May 20, 200X)**

123 Peach Tree Street  
Anywhere, NE 99163

**Permanent Address**

098 Somewhere Street  
Somewhere, NE 98765

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Name of Reference Person  
Job Title  
Address (include zip)

Phone (with area code )  
E-mail address

Name of Reference Person  
Job Title  
Address (include zip)

Phone (with area code )  
E-mail address

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Job Title  
Address (include zip)

Phone (with area code )  
E-mail address

Name of Reference Person  
Job Title  
Address (include zip)

Phone (with area code )  
E-mail address

**Note:**

***If you decide to send references with the resume, list 3-6 references. Remember, you must ask your reference people in advance if they are willing to provide recommendations for you. Give each person who agrees to serve as a reference for you a copy of your resume. This lets your references know about your interests, abilities, and experiences. Keeping your references well-informed will help them serve as better references for you. Ask your references if they prefer you list both their home and/or work phone numbers.***

***Ideally, applicants should have approximately two education-related references and two work-related references. This shows that the applicant excelled in the classroom and on the job site.***

***Do not ask friends, neighbors, or relatives to be your references. Instead think about past and present employers, faculty members, advisors, and/or coaches.***