

## Reference List Guidance

Develop a strong list of professionals/professors/mentors who will act as references for a job, graduate school or professional school.

Possible references to consider: Former Employer, Colleague, Teacher/Professor, Advisor, Supervisor

Select between 3-5 individuals who would be a reference for you, ask them if you can include them in your list of references, then use the following format to create your reference list.

Your name should be at the top of the reference list and should include your professional contact information (**you may elect to use the header from your resume**). You may center the information below or you may align the information on the margin.

Name of reference using proper prefix (Dr., Mr., Mrs., Ms. etc.)

Title

Company/Institution

Address

Email contact

Phone contact

**First and Last Name**

**Contact Info | Email**

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**PROFESSIONAL REFERENCES**

**Contact First and Last Name; Job Title**  
Employer  
[email@gmail.com](mailto:email@gmail.com)

**Contact First and Last Name; Job Title**  
Employer  
[email@gmail.com](mailto:email@gmail.com)

**Contact First and Last Name; Job Title**  
Employer  
[email@gmail.com](mailto:email@gmail.com)

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