

NAME _____

Address _____ City, ST Zip _____

Area Code Phone Number / E-mail _____

(List email only if you check email daily. Keep all contact info up to date) Be sure that your phone message and email are both professional and present you in a positive image. Use same format as résumé but remember that this is a distinct and separate document.

REFERENCES

(3-7 individuals) Should **ALL** be people who have either supervised you at work or been your teacher/professor. Don't use your next-door neighbor or friend's dad, just because they work at the company or because they are important/influential. These folks must be able to speak to your on-the-job/in-the-classroom performance.

First and Last Name _____

Title _____

Name of Business _____

Address _____

City, State Zip _____

(Area Code) Phone Number _____

E-mail address _____

Your relationship with/to the reference _____

First and Last Name _____

Title _____

Name of Business _____

Address _____

City, State Zip _____

(Area Code) Phone Number _____

E-mail address _____

Your relationship with/to the reference _____

First and Last Name _____

Title _____

Name of Business _____

Address _____

City, State Zip _____

(Area Code) Phone Number _____

E-mail address _____

Your relationship with/to the reference _____