

**Sample Reference List**

**Your Name**

123 Sample Street  
Greensboro, NC 27402  
(336) 555-1212                      yourname@uncg.edu

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**REFERENCES**

Name (include title – Dr./Mr./Mrs./Ms./etc.)  
Job Title  
Employer  
Department (if applicable)  
Address  
Phone  
E-mail

Name (include title – Dr./Mr./Mrs./Ms./etc.)  
Job Title  
Employer  
Department (if applicable)  
Address  
Phone  
E-mail

Name (include title – Dr./Mr./Mrs./Ms./etc.)  
Job Title  
Employer  
Department (if applicable)  
Address  
Phone  
E-mail

**IMPORTANT NOTES:**

- 1) Contact information at the top of the page should be listed similarly to the format used on your resume.
- 2) Usually 3-4 references are enough to include on your reference list. Keep in mind that you may use different references for different opportunities. So change your reference list as needed.
- 3) Before including references on your list, get their permission. Make sure it's okay with them before listing them as a reference.
- 4) Provide your references with a copy of your resume.
- 5) Keep your references updated on your situation. If you know an employer will be contacting them for a reference, let them know who will be contacting them. It's also helpful to give them a copy of the job description. Also, let your references know why you're interested in certain positions. The more they know about you and your interest in a position, the better reference they'll be able to provide.
- 6) Some people include a brief description after each reference on the list to explain the references relationship to you. This is optional, but can be helpful in some circumstances.