

## Sample Reference List

- Include your contact information in same format as your resume.
- Ask your reference permission prior to listing on your reference list if they will provide a “positive” reference for you. Keep in regular contact with your references.
- Denote on heading either Professional or Personal References.

Jacob Student  
123 Address Street  
Graham, NC 27253  
(336)555-0000  
[jstudent@emailaddress.com](mailto:jstudent@emailaddress.com)

## REFERENCES

### PROFESSIONAL REFERENCES

Julia Silvers, Administrative Manager  
Kent Products Inc.  
123 West 32nd Street  
Durham, NC 27777  
(919)555-1234  
[juliasilevers@kentproducts.corp](mailto:juliasilevers@kentproducts.corp)

Robert Williams, Department Manager  
Spruce Electronics  
1234 Jefferson Avenue  
Raleigh, NC 27333  
(919)555-4321

Joseph Mitchell, Director of Marketing  
Jones Imports  
12 Sun Circle  
Siler City, NC 27123  
(919)555-9876

### PERSONAL REFERENCES

Joy Smith, Long term friend  
1234 East Park  
Burlington, NC 27111  
(919)555-5432