First Name Last Name

Email Address | Phone Number | LinkedIn Profile URL | City, State

REFERENCES [Match the style of your resume section headers]

First & Last Name
Official Title
Organization/Company Name
Organization/Company Mailing Address
City, State
Work Phone Number
Work Email Address
Relationship: [organization connection] at [organization name]

Stewart Johns
Store Manager
Quick Photo
123 S 1st St
Superior, WI
715-000-0000
stewart.johns@qckphoto.com
Relationship: Supervisor at Quick Photo

Al Grit
Head Soccer Coach
University of Wisconsin-Superior
PO Box 2000
Superior, WI
715-000-0001
a.grit2@uwsuper.edu
Relationship: Coach and Mentor at the University of Wisconsin-Superior

INCLUDE:
Identical Name and Contact Information as your resume.

"Normal" Margins (1" all sides)

Single-spaced (1.0)

11pt-12pt Text

List contacts in the order you wish the organization to contact first

ALWAYS:
- Notify references when submitting reference list to an organization

- Provide the exact number of references the posting requests