

## Business Career Services

# References

### Tips

3-5

Select a minimum of three people familiar with your application skills.



Ask permission and provide a copy of your resume.



Identify people from your professional vs. personal life.



List references in the order you want them contacted.



Choose a variety of people who know you from different settings.

### Recommended Outline

#### First & Last Name

Phone | Email | Customized LinkedIn URL



#### Note

Your header should match your resume.

#### References

##### Name

Title

Organization Name

Phone

Email

##### Name

Title

Organization Name

Phone

Email

##### Name

Title

Organization Name

Phone

Email