# **Business Career Services**

# References

# **Tips**



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.



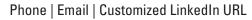
List references in the order you want them contacted.



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

## **Recommended Outline**

## **First & Last Name**





## 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