

Reference List Example
Samford University Career Development Center

References for (Insert Name)

Name
Title
Employer
City, State
Phone Number
E-mail

Name
Title
Employer
City, State
Phone Number
E-mail

Name
Title
Employer
City, State
Phone Number
E-mail

Name
Title
Employer
City, State
Phone Number
E-mail

Tips

- ALWAYS ask your contacts if they are willing to be a reference for you before listing them on your reference sheet.
- Unless you are requested to provide personal references, use professional references, which would be supervisors, professors, or those in positions of authority with whom you have worked.
- Three to five names are sufficient.
- Always use “Dr.,” “Ms.,” or “Mr.” before a person’s name on your reference list.
- For the address, you can use just the city, state, and zip.
- In general the names on your reference sheet should be associated with your positions or experiences that are listed on your resume.
- Use the same style and size font on your reference list as on your resume.
- Provide your references a copy of your resume once you have begun the job search so they will be familiar with *all* of your activities, not just the ones associated with them.

***For more information, stop by or call the Career Development Center
103 Dwight Beeson Hall • 205-726-2980***