

Guide for Professional References

Your Name

City, State Zipcode
Phone number | Email

Use the same header from your resume here to help “brand” yourself across documents.

Individual’s Name, Job Title (*Relationship*)

Name of Organization

Address

Phone

Email

Dr. Jacklyn Dobbs, Manager (*Current manager*)

Satellite Enterprises

4600 Payday Drive, Raleigh, NC

919-777-7777

jdobbs@satellitecorp.com

Mel Plantchin, Executive Manager (*Former manager*)

Mid-Carolina Skin Center

7985 Career Street, Raleigh, NC

919-999-9999

melp@midcarolinakin.com

Mike Goodwin, Professor (*Faculty advisor and instructor for 3 courses*)

Wake Technical Community College

9101 Fayetteville Road, Raleigh, NC

919-888-8888

mgoodwin@waketech.edu

Carl Jones, Program Manager (*Colleague*)

Cisco Systems

1347 IT Lane, Raleigh, NC

919-555-5555

jones@cisco.com

Contact references prior to listing them on your reference document for the following reasons:

- 1) **It’s common courtesy if you’re asking them to speak on your behalf.**
- 2) Ask how they would like to be contacted (i.e. work vs. cell phone).
- 3) Ensure you have the most up-to-date contact information.
- 4) You can provide specifics about the positions you’re seeking and guidance in skills to highlight.

Addresses for references are often optional but may be required in certain job applications.

Company or business name will often suffice in lieu of an address.

Final notes:

References should always be separate from your resume. You can submit a reference document at the time of application, if requested. If not, take a reference document to your interview and provide it to the employer.

How many references? Keep on hand 3-5 people that can speak on your behalf. Consider those you’ve led, your teammates, and managers – a reference does not have to be a direct supervisor. You want people who will speak highly of their experience with you when you are not in the room.

Is the job search taking longer than expected? Be sure your references are kept in the loop of your job search progress. It’s a good habit to provide progress and re-confirm if they are willing and able to continue as your reference.