Use the same header that is used on your resume.

NAME
228 Falls of Spring Road
Raleigh, NC 27614
(919) 626-0000
name@gmail.com

REFERENCES

Ms. Emily Jones, Program Manager (*Current supervisor*)
Cisco Systems
7025-4 Kit Creek Road
RTP, NC 27709
919-500-5000
jones@cisco.com

You must contact references prior to listing them on your reference document. You need their permission *and* you need to know if their recommendation will be positive.

Mr. John Smith, Manager *(Former supervisor)*
Satellite Software Corporation
4600 Emperor Blvd Suite 125
Raleigh, NC 27614
919-800-1000
jsmith@satellitesoftwarecorp.com

Addresses for references are optional.

Mr. Mike Goodwin, Professor (*Faculty advisor and instructor for 3 courses*)
Wake Technical Community College
919-866-5050
mgoodwin@waketech.edu

Ms. Katrina Zimmerman, Office Manager (*Former supervisor*)
Mid-Carolina Dermatology & Skin Center
919-781-5000
katrinaz@midcarolinadermskin.com

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.