**Name**

*Copy & paste your contact info from your resume onto this page.*

5678 Street ● City, VA Zip ● (000)000-0000

Email Address ● LinkedIn Address or Portfolio Page

**References**

(Dr./Mr./Ms.) Name

Job Title

Organization

Address

City, State Zip

(Area Code) Telephone #

Email Address

One sentence about how they know you: “Ms. Smith supervised me for two years when I was a bagger at Kroger’s.”

(Dr./Mr./Ms.) Name

Job Title

Organization

Address

City, State Zip

(Area Code) Telephone #

Email Address

One sentence description of how they know you.

(Dr./Mr./Ms.) Name

Job Title

Organization

Address

City, State Zip

(Area Code) Telephone #

Email Address

One sentence description of how they know you.

* *References should be professors, supervisors, or co-workers*
* *Ask each person if you may use them as a reference before you do!*
* *Give a copy of your resume to your references so that they can be reminded of your qualifications.*