**References**

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization’s Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

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**WHO CAN BE A REFERENCE?**
Past or present supervisors, professors, internship or volunteer site supervisors

**NUMBER OF REFERENCES:**
List 3-5 professional references unless otherwise specified

**PERMISSION:**
Always ask permission to have someone listed as a reference

**UPDATE YOUR REFERENCES:**
Be sure to notify each reference prior to applying/when you get an interview

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