

Will Succeed

(716) 123-4567 • will.succeed@daemen.edu • Amherst, NY

References

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

FORMATTING AND STYLE:

Use the same header and font style as your resume and cover letter documents for consistency

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Relationship: (supervisor, professor, etc.)

WHO CAN BE A REFERENCE?

Past or present supervisors, professors, internship or volunteer site supervisors

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Relationship: (supervisor, professor, etc.)

NUMBER OF REFERENCES:

List 3-5 professional references unless otherwise specified

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PERMISSION:

Always ask permission to have someone listed as a reference

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UPDATE YOUR REFERENCES:

Be sure to notify each reference prior to applying and when you secure an interview