



## HOW TO CREATE A REFERENCE LIST

Before creating a reference list, remember that the most important thing is first to ASK those you would like to list if they would be willing to provide a strong recommendation for you. Every time you are asked to submit your list of references, make sure to inform those on your list and to provide them with a recent copy of your resume, a position description for the job and possibly the qualities or experiences you hope they will highlight when speaking about you. A list of references is only submitted when requested; it is usually not sent to a prospective employer initially.

### Sample List of References

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#### References

First name Last name  
Title  
Name of Company or Organization  
Address  
City, ST zip  
Daytime phone number  
Email

First name Last name  
Title  
Name of Company or Organization  
Address  
City, ST zip  
Daytime phone number  
Email

First name Last name  
Title  
Name of Company or Organization  
Address  
City, ST zip  
Daytime phone number  
Email