REFERENCES EXAMPLE

SARA SMITH
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817.123-4567  
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REFERENCES

Andrew Foster, Principal
Lincoln Elementary School
615 W. Kemper Place
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817-123-4567
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Mary Plain, University Supervisor
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Jane Edwards, Cooperating Teacher
Irving Elementary School
1125 S. Cuyler Ave
Irving, TX 71111
972-123-4567
janeedwards@gmail.com

PLEASE NOTE:
- References contact information should include: Name, Title, Address, City, State, Zip, Phone Number, and Email
- A total of 3 to 5 references is optimal.
- References are no longer placed on the résumé and may be kept on a separate document until potential employers request your list of references.
- In most cases, you may need to complete an application, where space is provided for your references information.
- ALWAYS ask permission from a potential reference before giving his/her name to an employer.
- Give your references a copy of your résumé and inform them of your intent.
- Be sure to use your references' titles. Give only professional addresses and phone numbers.
- Those who have observed your work are the best choices for references such as supervisors, former supervisors, colleagues, mentors, professors, instructors, advisors.
- NEVER use a friend or relative as a reference.