

ROWDY ROADRUNNER

Bakersfield, CA

(661) 555-5555

rroadrunner@csub.edu

REFERENCES

Name of Reference [First and Last Name]
Title of Reference [Position Title]
Employer Name [Company where the reference works]
Address of Reference [Employment Address]
Address of Reference [Employment City/State/Zip Code]
Phone Number
Email Address
Relationship to you

Jane Doe
Director, Career Center
CSU, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311
661-654-3033
career@csub.edu
Direct Supervisor

Name of Reference
Title of Reference
Employer Name
Address of Reference
Address of Reference
Phone Number
Email Address
Relationship to you

Name of Reference
Title of Reference
Employer Name
Address of Reference
Address of Reference
Phone Number
Email Address
Relationship to you

Professional Reference Page: list of individuals who can vouch for your skills and work style. Employers may ask you to submit during the hiring process. Use professional references (employers, instructors, mentors) unless employer has indicated personal references are acceptable.

Consider including your name and contact information from your resume as a letterhead for a professional look.