

Contact Information, Font, etc.
are consistent with look and
feel of resume



Mack T. Bulldog

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704-406-0000
mbulldog@gmail.com

REFERENCES

Name
Job Title
Company
Address
City, State, Zip
Phone (and phone type)
Email Address

Consider this format to
follow to provide the
appropriate information for
each reference.



Dr. Joe Smith
Professor of Accounting
Gardner- Webb University
Po Box 7269
Boiling Springs, NC 28017
704-406-5555 (work)
jsmith@gardner-webb.edu

Ms. Jane Jones
Account Manager
ABC Company
123 Main Street
Atlanta, GA 30303
404-651-5555 (work)
Jane.jones@abc.com

BEFORE adding someone to your reference list, did you:

-ASK if the person would
serve as a reference?

-ASK for the contact
information they would
prefer for you to use?

-Ensure your list is only
professional references and
not personal?

