**References for (Your Name)**

Mike Black, Former Supervisor

Managing Director

Xerox Corporation

Phone: 555-555-5555

E-mail: mblack@xerox.com

Mark Smith, Current Supervisor

PR Director

Johnson & Johnson

Phone: 555-555-5555

E-mail: msmith@jandj.com

Dr. Mary Kay, Professor

Marshall University

Phone: 555-555-5555

E-mail: kaym@marshall.edu

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**IMPORTANT**

 Do not include references’ names on a resume or cover letter. Have names and contact information available on a separate sheet to be presented upon request.

 Give your references a copy of your current resume and the qualifications required for the position you seek. Do NOT use someone as a reference if you are not sure they can give you a positive reference.

 Always obtain permission from references before submitting their names to the employer.

**Who to ask for a reference?**

Former supervisors, co-workers, customers, vendors, colleagues, and/or college professors.