

# References Guide

Same header as your resume & cover letter

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## REFERENCES

### First Last

Organization/Company, Title of Reference

work@email.com | (555) 555-5555

Relationship: Current supervisor/Co-Worker/Previous Professor/Etc.

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Organization/Company, Title of Reference

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Provide the reference's work email and phone number if possible unless otherwise requested. References should only be provided when requested. Never give more references than requested by the employer/recruiter.

**Always ask the people you are listing as a reference if they can give you a GOOD reference before you even list them!**



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