Preparing References

Some guidelines about listing references:

- Have three to four references available.
- Get permission to list people as references before doing so.
- It is best to use references who can describe your current and/or former work habits.
- Include the job title, company, address, and phone number of all references.
- Print the list on the same paper used for your resume and cover letter.
- Once you have a list of references, arrange them neatly on a separate page. Be consistent in formatting.

Examples:

James Drake, Manager
Advanced Auto
444 Looking Boulevard
Hot Wire, GA 32990
(706) 323-8819
jdrake@gmail.com

Johnny E. James, Pastor
Morningside Baptist Church
3454 Macon Road
Columbus, GA 31907
(706) 641-1239
jjames@hotmail.com

John Ottinger
School Director of Personal and Technical Services
Columbus Technical College
928 Manchester Expressway
Columbus, GA 31904
(706) 322-9016
jottinger64@gmail.com