



## Career Services

### 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](mailto:jdrake@gmail.com)

Johnny E. James, Pastor  
Morningside Baptist Church  
3454 Macon Road  
Columbus, GA 31907  
(706) 641-1239  
[jjames@hotmail.com](mailto: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](mailto:jottinger64@gmail.com)