# **First Name Last Name**

Phone | Email

# **references**

Name

Company, Title

Type of Reference (Supervisor at XYZ, Professor, Personal, etc.)

Email address

Phone

Name

Company, Title

Type of Reference (Supervisor at XYZ, Professor, Personal, etc.)

Email address

Phone

Name

Company, Title

Type of Reference (Supervisor at XYZ, Professor, Personal, etc.)

Email address

Phone

Name

Company, Title

Type of Reference (Supervisor at XYZ, Professor, Personal, etc.)

Email address

Phone

# **BCC Suggestions**

* When you have had multiple interviews and an employer asks for your references, let your references know someone may be contacting them.
* Tell your reference if there is something they should stress in the reference conversation.
* Suggest that they let you know after they’ve talked to the employer.
* Write your references a Thank You note