# Your Reference List

Use this template to consolidate your references. Remember your references should consist of at least 3 bullet-proof contacts that have seen you at your best and are familiar with your best work.

Some future employers may want a mix of both personal and professional references. Use this template for your personal use and create a separate document to share with others.

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| **Reference Name** Relationship to Reference: (This may be a brief description such as: John was a previous customer that I interacted with on a weekly basis.)  Current Company: Email Address: Phone number: |
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| **Example** |
| **John Smith**  Previous co-worker at ABC Company. We shared similar responsibilities but had different geographic regions.  ABC Company [john.smith@abc.com](mailto:john.smith@abc.com) (123) 456-7890 cell |
| **Jane Doe**  Vendor of company when I worked at Acme widget.  U2 Supplies [jane\_doe@usco.com](mailto:jane_doe@usco.com) (123) 456-7890 work |