

Name

Home: 1324 Sesame Street, Town, SC 29407 / Email: name@gmail.com / Cell: (843) 123-4567

DO NOT	DO
Do not include references on your resume, but as a separate document.	Do HAVE your references available to share, if asked.
Do not put "references available upon request" at the bottom of your resume (that practice stopped being relevant in the 1990s).	Be sure to ask the contacts listed if you can use them as references BEFORE you list them.
Have misleading associations or incorrect contact information. In general, family members should not be used as references.	Do list real people who can speak on your academic achievements, work ethic and character.

PROFESSIONAL REFERENCES

Dr. Jody Bryant

Title: Director of Admissions

Email: jbryant@citadel.edu

Phone: (123) 456 - 7890 ext. 1234

Association: Dr. Bryant was my direct supervisor for two years. I worked for her as a Student Ambassador in the Office of Admissions.

Dr. Laura Davison

Title: Associate Professor of Mathematics

Email: name@citadel.edu

Phone: (864) 123-4567

Association: Dr. Davison was my faculty advisor for three years and I was also a student of hers for two different advanced, research courses.

Page White

Title: Director of Youth and Young Adult Ministry, Diocese of Charleston

Email: name@organization.org

Phone: (843) 123-4567 ext. 38

Association: Ms. White was the advisor for my youth group. She is a character reference who has known me since middle school.

Cory Smith

Title: **Charleston Event Planning and Management**

Email: name@event.com

Phone: (843) 123-3593

Association: