



REFERENCE TEMPLATE

Like cover letters, job seekers treat a professional reference page as an afterthought. A reference page, like everything else, needs time and attention. How accurate, and up-to-date the information is, and how reachable the **references reflect directly on you**. Follow this simple template to get started.

FULL NAME

City, State | Contact No. | Email

www.linkedin.com/in/your-linkedin-profile

REFERENCES

First & Last Name
Position Title
Company Name
City, State 94XXX
(510)XXX-XXXX
email@ohlone.edu
Relationship to you

First & Last Name
Position Title
Company Name
City, State 94XXX
(510)XXX-XXXX
email@ohlone.edu
Relationship to you

First & Last Name
Position Title
Company Name
City, State 94XXX
(510)XXX-XXXX
email@ohlone.edu
Relationship to you



REFERENCE SAMPLE

1. Stop including “references available upon request” on resumes.
 2. Put your references in order — **BEST** references **first**.
 3. Proofread & remember your references reflect directly on you.
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Imas Tudent

Fremont, CA | 510.123.4567 | email@ohlone.edu

www.linkedin.com/in/your-linkedin-profile

REFERENCES

Ned Stark

Executive Director
ABC Corporation
Union City, CA 94XXX
(510) XXX-XXXX
email@ohlone.edu

Relationship: Former Supervisor

Tyrion Lannister

Vice President of Marketing
XYZ, Inc.
Palo Alto, CA 94XXX
(650) XXX-XXXX
email@ohlone.edu

Relationship: Former Colleague, current VP

Theon Greyjoy

Senior Engineer
123 Company
San Jose, CA 95XXX
(408) XXX-XXXX
email@email.com

Relationship: Former Supervisor