

Sample List of References

For Your Portfolio: Type an updated List of References

You may be requested to leave a copy of this page with a prospective employer. It should be on the same type of paper as your resume and cover letter.

Remember to list the reference's title (Mr., Mrs., Ms., Dr., etc.). Include a brief explanation of each reference's relationship to you.

Sample List of References

References for

Joseph L. Coates

222 Any Street
Vancouver WA 98664
(360) 234-5678

Mr. Chris Smith, Manager
Safeway
3101 Main Street
Vancouver, WA 98660
(360) 222-1111
Former Employer

Mrs. Theresa Dallas
Burgerville Manager
4562 Fourth Plain
Vancouver, WA 98662
(360) 321-2345
Current Employer

Ms. Pat Johnson
Vancouver High School
3453 NE 99th Street
Vancouver, WA 98665
(360) 987-6543
High School Counselor