



**SAMPLE PROFESSIONAL REFERENCE LIST**

| <u>REFERENCE</u> | <u>RELATIONSHIP</u> | <u>YEARS KNOWN</u> |
|------------------|---------------------|--------------------|
| Name             | Supervisors,        | 2+                 |
| Address          | Managers,           |                    |
| Phone numbers    | Owners,             |                    |
| Email address    | Co-Workers          |                    |

- You should provide at least 3 professional references.
- Under relationship, be sure to state where you worked at the time. For example, "Past Supervisor at the University of Montana". You can go into detail about specific tasks they supervised, however, it is not necessary.
- We do not call personal references unless they are well aware of your work experience and can attest to your interpersonal skills, skill level and work ethic.
- Make sure your references are aware that they may be called and all their contact information is up to date.
- If you were a business owner, and don't have past supervisors, provide the names and contact information of past clients, customers, vendors, suppliers, etc.