

John Doe

123 ABC Avenue
Rensselaer, IN 47978
john DOE@saintjoe.edu

REFERENCES

Ms. Susie Snow
Corporate Controller
Big Corporation, Inc.
1 Corporate Ave.
Chicago, IL 60001
(888) 392-3920

Ms. Snow was my immediate supervisor during my internship with Big Corporation

Dr. Rick Ruckess
Professor of Economics
Saint Joseph's College
U.S. 231 South
Rensselaer, IN 47978

Dr. Ruckess is my academic advisor at Saint Joseph's College.

Mr. Dan Daniels
President
Daniels & Peep Consulting
333 Owings Street
Merrillville, IN 60002
(219) 333-3333

Mr. Daniels is a board member of National Management Consulting Association

Dr. Jane Jingles
Professor of Finance
Saint Joseph's College
U.S. 231 South
Rensselaer, IN 47978

Dr. Jingles was the faculty advisor for the Investment Club student organization.

Comment: List 3-5 references. There are no formatting rules, just be sure it's arranged nicely and that you've listed all contact information. BE SURE TO ASK EACH INDIVIDUAL YOU LIST PERMISSION TO USE THEM AS A REFERENCE.

References are not included on the resume, but you want to have them ready and available to provide when asked for them.