



Giving References to the Employer

Create a document separate from your resume and cover letter for your references. Do not submit your references with your resume and cover letter unless prompted to do so. Bring a copy of your references to your interview. Upon completion, ask your employer if they would like a copy of your references.

Following Up

(111) 222-3333 444 School Street
John_Smith@Yahoo.com Indiana, PA 15701

**This is a sample header. Use the same header that is on your resume and cover letter*

Example Format

Name
Title
Company or Organization
Street Address
City, State, Zip Code
Phone Number (office or cell)
Email
Relationship and years known

Dr. John Smith
Associate Professor of History
Indiana University of Pennsylvania (IUP)
Keith Hall 203
Indiana, PA 15705
Cell: (724) 357-0000
jsmith@iup.edu

Dr. Smith has been my faculty advisor for the past three years. I was a student in their American History I and American History II courses. We have had monthly meetings to discuss my academic and career goals since I began studying at IUP.

Jill Doe
Career Services Coordinator
Career Services
Finger Lakes Community College (FLCC)
3325 Marvin Sands Drive
Canandaigua, NY 14424
Office: (444) 555-6666
Doe@flcc.edu

Ms. Doe was my supervisor while I was an intern at Career Services at the College at Brockport State University of New York in 2017. We met weekly for trainings on resumes, assessment tools, and general career related topics. We had met prior to my internship experience while serving together on a search committee in June 2016.