

## First Name Last Name

iuemail@indiana.edu/(XXX) XXX-XXXX

LinkedIn URL

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### REFERENCES

#### Reference #1 First and Last Name, Job Title

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

#### Reference #2 First and Last Name, Job Title

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

#### Reference #3 First and Last Name, Job Title

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

*Delete everything in blue font after you add the information above!*

*Before you submit your references:*

- Ask permission from each reference! Only submit names of people who have agreed to be a reference for you.*
- Always let each reference know when you have submitted their names with an application; you never want them to be surprised when a potential employer contacts them.*
- Send them the job posting and your tailored cover letter and resume you used to apply. It's also a good idea to tell them what you would like them to emphasize from the work you did with them so they're prepared to represent you well during the conversation.*