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.*