References should **not** be part of your résumé.

You will want to have 3-5 professional references available when applying for positions.

Make sure you ask the potential references BEFORE giving their names as references!

Do not use supervisors from positions listed on your résumé or personal friends.

Use a separate résumé sheet of paper to list references.

Use the same font size and style of the heading used in your résumé and cover letter. To duplicate this format, copy and paste your header from the résumé.

Take of list of references to your interview. Leave them with interviewer only if you want the position.

The following information should be included:
- Name
- Professional Title
- Company or Organization
- Professional Address
- Professional Telephone Number
- Professional E-mail address *if they have one, this is not mandatory*

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**JOE SAMPLE**  
5454 Happy Lane, Charleston, SC 29402  
843-000-0000  
jsample@yippee.com

**References**

Mr. Albert Jones  
Director or Human Resources  
XYZ Computers  
123 Anyroad Lane, Ste. 456  
Averagetown, SC 12345  
843-555-5555  
ajones@xyz.com

Dr. Susie Econ  
Associate Professor of Business  
Charleston Southern University  
9200 University Boulevard  
Charleston, SC 29406  
843-863-7000  
secon@csuniv.edu

George Kerry  
Manager  
Buccaneer Food Service  
9200 University Boulevard  
Charleston, SC 29406  
843-555-1212  
GK@BFS.com