

## REFERENCE LIST KEY POINTS & SAMPLE

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- Include your contact information in same format as resume
- Ask each reference permission to prior to using on your reference list and verify they will provide a “positive” reference for you.
- Denote on heading whether Professional or Personal References.

### Freedom the Flying Eagle

#### **Professional References**

Theodore Eagle, CEO  
Mascot Products, Inc.  
123 Buchanan Circle  
Grundy, VA 24614  
(276) 555-1212

Josephine Heron, Sales Manager  
Jones Imports  
321 Dickenson Drive  
Clintwood, VA 24228  
(276) 555-2323

Amity Bluebird  
Bluebird Products, Inc.  
789 Russell Lane  
Lebanon, VA 24266  
(276) 555-9999

#### **Personal References**

Thomas Crane, Friend 12 years  
567 Tazewell Loop  
Richlands, VA 24641  
(276) 555-3434

Ryan Starling, Friend 16 years  
765 Magpie Lane  
Bluefield, VA 24605  
(276) 555-7654