

Sample Reference Page

John Smith

301 East Olive Avenue
Burbank CA, 91502
(818) 555-5555
JohnSmith@gmail.com

Same heading as
in cover letter and
resume

References:

Mrs. Adriana Garcia

Administrative Analyst II
City of Burbank, Management Services Department
301 East Olive Avenue
Burbank, CA 91502
(818) 238-5324
ARGarcia@burbankca.gov
Relation: CREST Program Director

Bold Heading (Name of Reference)

Use a work number (as opposed to a
cell number) as much as possible out
of respect to your reference

State how this reference relates to
you professionally

Ms. Karla Lopez

Youth Employment Assistant
City of Burbank, Management Services Department
301 East Olive Avenue
Burbank, CA 91502
(818) 238-5324
KJLopez@burbankca.gov
Relation: CREST Program Supervisor

Mrs. Alyson Edge

Academy of Finance, Director
Burbank High School
902 North Third Street
Burbank, CA 91502
(818) 558-4700 Ext. 51203
AlysonEdge@burbankusd.org
Relation: Academy of Finance Teacher

You may order your references
chronologically or based on
importance.

- Have at least three references
- **Always ask your reference for permission to list them as well as their contact information.**
- Avoid listing family members as references / anyone under the age of 21.
- Have a variety of references available. For students, this includes teachers, volunteering supervisors, counselors and of course, any paid work supervisors.