


Master Reference List

List name, relationship, email address, phone number and notes for everyone who could be a reference. For each job/employer you consider, pick references who are most relevant. Ask permission from each reference before giving their name. Double check spelling and accuracy. Send references your resume so they can be prepared.

Name	Relationship	Email & Phone	Notes
<i>Edward Example</i>	<i>Manager ABC Company</i>	<i>Edward@ABC.com 555-123-4567</i>	<i>Edward left ABC; now director at XYZ</i>
			

 Download a master reference list at crossroadscareer.org/master-list

