Reference List Guide

Utilize the same header format from your resume and cover letter

FIRST NAME LAST NAME

City, State	Phone Number	E-Mail Address (Professional)

References List

Title
Name (pronouns)
Job Title, Company
Dates Known
Phone Number
E-Mail Address

Title
Name (pronouns)
Job Title, Company
Dates Known
Phone Number
E-Mail Address

Title
Name (pronouns)
Job Title, Company
Dates Known
Phone Number
E-Mail Address

Title
Name (pronouns)
Job Title, Company
Dates Known
Phone Number
E-Mail Address

3-5 references is standard, consult application requirements

Select people who can speak to you and your growth over time professionally

***ASK THEM IF THEY CAN SERVE AS A POSITIVE REFERENCE PRIOR TO PROVIDING THEIR NAMES TO THE COMPANY!!!

MT. SAC
Mt. San Antonio College

Technology & Health Division