

YOUR NAME

Job Title | Professional Headline

City, State · (555) 123-4567 · you@email.com · linkedin.com/in/yourname

REFERENCES

REFERENCE 1

Name	Referee Full Name
Job title	Job Title
Company	Company Name
Relationship	Direct manager, 2021 – 2024
Phone	(555) 123-4567
Email	first.last@company.com

REFERENCE 2

Name	Referee Full Name
Job title	Job Title
Company	Company Name
Relationship	Senior colleague on the [project] team
Phone	(555) 234-5678
Email	colleague@company.com

REFERENCE 3

Name	Referee Full Name
Job title	Job Title
Company	Company Name
Relationship	Client I worked with on [project]
Phone	(555) 345-6789
Email	contact@clientcompany.com

REFERENCE 4

Name	Referee Full Name
Job title	Job Title
Company	Company Name
Relationship	Course tutor, University Name
Phone	(555) 456-7890
Email	tutor@university.edu

NOTE

Please let me know before contacting my references so I can give them advance notice.