

# References Sample

*\* Use the same letterhead on your cover letter, resume, and reference page*

## Roary Lion

3950 East Newman Road  
Joplin, MO 64801

417-625-9343  
RoaryLion@mymail.mssu.edu

---

### REFERENCES

#### **Mary White**

Company  
Title at Company  
City, ST  
Phone  
E-mail

Format 1



#### **John Smith**

Company  
Title at Company  
City, ST  
Phone  
E-mail

without optional courtesy  
title and relationship

**\* Be consistent with format throughout document**

#### **Dr. John Hancock**

Company  
Title at Company  
City, ST  
Phone  
E-mail  
(Professor)

Format 2



#### **Ms. Emily Dickenson**

Company  
Title at Company  
City, ST  
Phone  
E-mail  
(Supervisor)

with optional courtesy  
title and relationship,  
some companies  
require this format

**This document serves as a reference and format guide.**

**It is important to change the content to make your references unique to you.**

*\* When applying for a position by e-mail or online, be sure to submit all documents as pdf files.*