**First Name Last Name**

iuemail@indiana.edu/(XXX) XXX-XXXX

LinkedIn URL

**REFERENCES**

**Reference #1 First and Last Name, Job Title**

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

**Reference #2 First and Last Name, Job Title**

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

**Reference #3 First and Last Name, Job Title**

Organization

Address

Email/Phone Number

Statement about your relationship to the reference (Example: Devin Jefferson was my supervisor while I was a volunteer coordinator at the Boys and Girls Club of Monroe County.)

***Delete everything in blue font after you add the information above!***

*Before you submit your references:*

* *Ask permission from each reference! Only submit names of people who have agreed to be a reference for you.*
* *Always let each reference know when you have submitted their names with an application; You never want them to be surprised when a potential employer contacts them.*
* *Send them the job posting and your tailored cover letter and resume you used to apply. It is also a good idea to tell them what you would like them to emphasize from the work you did with them so they are prepared to represent you well during the conversation.*