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Name

5678 Street • City, VA Zip • (000)000-0000
Email Address • LinkedIn Address or Portfolio Page

References

(Dr./Mr./Ms.) Name

Job Title

Organization

Address

City, State Zip

(Area Code) Telephone #

Email Address

One sentence about how they know you: "Ms. Smith supervised me for two years when I was a bagger at Kroger's."

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One sentence description of how they know you.

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One sentence description of how they know you.

- *References should be professors, supervisors, or co-workers*
- *Ask each person if you may use them as a reference before you do!*
- *Give a copy of your resume to your references so that they can be reminded of your qualifications.*