**Student Name**

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | name@etsu.edu

**References**

Dr. Name, Professor (Instructor or University Program Reference)

Department, East Tennessee State University

Work Phone: 423-439-9999 | professor@etsu.edu

Residence or Cell Phone: 999/888-8888 (7-10 PM best time to call) — *optional*

Person’s Name, Title (Former or Current Manager or Employer)

Employer Address

Phone | Email

Person’s Name, Title (Community Leader, Organization Leader, or Professional)

Organization Name

Organization Address

Phone | Email

***Notes:***

* *Use Professional References unless the employer specifically requests Personal References.*
* *When requesting someone to be your professional reference, consider asking, “Would you feel comfortable giving me a positive reference if you were contacted?”*
* *Make sure all references are ready for interaction. Give them sufficient information to make a good reference about you. We suggest a follow-up thank you note or email to each person and including your résumé or CV. You may want to share a little information about the general type of opportunities you are seeking.*