

Will Succeed

(716) 123-4567 • will.succeed@daemen.edu

References

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

WHO CAN BE A REFERENCE?

Past or present supervisors,
professors, internship or
volunteer site supervisors

Name, Credentials (PhD, CPA, RN, etc.)
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Work Email
Relationship: (supervisor, professor, etc.)

NUMBER OF REFERENCES:

List 3-5 professional
references unless otherwise
specified

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Work Email
Relationship: (supervisor, professor, etc.)

PERMISSION:

Always ask permission to
have someone listed as a
reference

Name, Credentials (PhD, CPA, RN, etc.)
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Relationship: (supervisor, professor, etc.)

UPDATE YOUR REFERENCES:

Be sure to notify each
reference prior to applying/
when you get an interview

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