Reference List Template

First and Last Name
Street Address
City, Province Postal Code
( ) Telephone Number
Email Address

Name
Job Title
Company
Address
(905) Day Telephone
E-mail
Relationship: (Example: Past Supervisor)

Name
Job Title
Company
Address
(416) Day Telephone
E-mail
Relationship: (Example: Former Professor)

Name
Job Title
Company
Address
(416) Day Telephone
E-mail
Relationship: (Former Co-Worker)

NOTE: Use 3 – 4 references from work, education, volunteer, or extra-curricular activities - i.e. Managers, Professors, Teaching Assistants, Volunteer Coordinator, Association Director, etc.

NOTE: Mention if the person is on vacation currently and if this may present contact difficulties.