**Sally Sample**

123 Fake Street

City, MI 49242

(517) 555-5555

sallysample@email.com

**PROFESSIONAL REFERENCES**

Name #1

Job Title

Phone

Email

Affiliation (ex: former coworker)

Name #2

Job Title

Phone

Email

Affiliation (ex: current supervisor)

Name #3

Job Title

Phone

Email

Affiliation (ex: volunteer coordinator)

**PERSONAL REFERENCES**

Name #1

Job Title

Phone

Email

Affiliation (ex: neighbor)

Name #2

Job Title

Phone

Email

Affiliation (ex: club member)

Name #3

Job Title

Phone

Email

Affiliation (ex: clergy person)

**TIPS:**

Professional References should include people who have observed your work and work ethic. They should never include family members and friends unless you have worked for your family’s business.

Personal References may include neighbors and community persons who can attest to your character.