

# FIRST NAME LAST NAME

City, State Zip • Phone • Email

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## ~REFERENCES~

<http://www.linkedin.com/in/katherinesmithers>

Name  
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Company  
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\* your relationship to reference

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- Match to the cover letter and resume: margins, font style, font size, spacing, and header.
- Include salutations and credentials of references.
- Include the title and company of the reference from when you worked with/knew them. Unless his/her current title and/or company are more “impressive.” Choose based on best name recognition.
- Include a sentence about the “context” of your relationship. For example, “My direct supervisor for 5 years,” “Coworker for 5 years,” “Team Leader for 5 years.”
- Include link to your LinkedIn only if you have a public profile that you are willing to share with HR.
- Consider grouping the references by “type”: professional, clinical, academic, personal