(\*Your heading should match the heading on your resume)

**\*BOB E. JONES**

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Tom E. Hummer ***(Full Name)***

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rentus@eracs.com ***(do they prefer a work or a personal e-mail)***

Former Supervisor ***(what is their relationship to you)***

Dr. Sara A. Latte

Professor – Management Information Systems

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Former Professor

**Information Regarding References:**

* *List 3-5 professional references on a separate page from your resume. Do not number this page.*
* *References should be people who can attest to your qualifications for a particular position. The best references are people for whom you have worked or professors who are aware of your strengths.*
* *Be SURE that you ask permission to list someone as a reference – make sure you know what they will say about you. Give them a copy of your resume and let them know the type of job you are seeking. Keep them posted on your job search efforts – if you think they may be called, contact them and let them know the name of the company and tell them a little about the job. Be sure to send them a thank you note* *for serving as a reference after you have been hired.*