**References**

**Name of First Professional Reference**

Their title

Name of organization they work for

Address of their office

Office phone number

Professional email address

**Name of Second Professional Reference**

Their title

Name of organization they work for

Address of their office

Office phone number

Professional email address

**Name of First Academic Reference (make sure to include degree titles phd, edd, mba, etc.)**

Their title

Name of organization they work for

Address of their office

Office phone number

Professional email address

**Name of Second Academic Reference (make sure to include degree titles phd, edd, mba, etc.)**

Their title

Name of organization they work for

Address of their office

Office phone number

Professional email address

EXAMPLE

**Allen Schaidle, MA, MSc**

Assistant Dean for Career Services

Arkansas Tech University

Rothwell 107

215 W O St.

Russellville, AR 72801

(479) 964-0843

[aschaidle@atu.edu](mailto:aschaidle@atu.edu)