



# Sample Reference

## IWANNA WORK

11711 Sand Canyon Road  
Yucaipa Ca 92399  
909-389-3399 - [iwork@student.sbccd.ca.edu](mailto:iwork@student.sbccd.ca.edu)

Dr. Jan Professor  
Department of Physical and Biological Sciences  
Crafton Hills College  
11711 Sand Canyon Rd  
Yucaipa, CA 92399  
909.389-3215  
[drj@craftonhills.edu](mailto:drj@craftonhills.edu)  
Company Website (optional)

Jerome Supervisor  
Senior Scientist  
Genentech  
1204 Lloyd Street  
Los Angeles, CA 90014  
213.225.9999  
[j-supervisor@genentech.com](mailto:j-supervisor@genentech.com)  
Company Website (optional)

First and Last Name  
Position Title  
Company Name  
Company Address  
City, State Zip Code  
818.321.XXXX  
[Reference@email.com](mailto:Reference@email.com)  
Company Website (optional)

- Include 3-5 references
- Avoid using friends as references
- Try to choose people who have authority over you
- ASK references **BEFORE** you list them.
- Ask for preferred contact information to list.
- Keep your references updated.

### Be prepared to ask questions!

By researching the employer you will be better prepared to inquire about the position and the company!

### Quick Tips!

Avoid questions about salary or benefits, sick leave, vacations, or holidays—this can give the wrong impression during an interview.

At the end of the interview Remember to ask for a business card!

### Career Center Services & Calendar

Check out our website for current dates, times, and locations of workshops and career events.

#### Located:

Crafton Center  
220, Second Floor

#### Phone:

909-389-3399  
909-389-3366

#### Email:

Careercenter  
[@craftonhills.edu](mailto:@craftonhills.edu)

#### Website:

[www.craftonhills.edu/CareerServices](http://www.craftonhills.edu/CareerServices)