

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Interviewer, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Interviewer,

Per your request, I have listed below four references that you may contact at any time to gain more insight into my work habits, ethics, and personal characteristics:

***Personal References***

Reverend Michael A. Smith  
Pastor, 1<sup>st</sup> United Church, Synagogue, etc.  
Street Address  
City, State Zip  
Contact Phone Number(s)  
[emailaddress@provider.net](mailto:emailaddress@provider.net)

Ms. College Professor  
School of Business, Nursing, Finance, etc.  
University of My State  
Street Address  
City, State Zip  
Contact Phone Number(s)  
[emailaddress@provider.com](mailto:emailaddress@provider.com)

***Business References***

Mrs. Martha B. Jones, (Title)  
My former company  
Street Address  
City, State Zip  
Contact Phone Number(s)  
[emailaddress@provider.org](mailto:emailaddress@provider.org)

Mr. Former Business Associate, (Title)  
Another former company  
Street Address  
City, State Zip  
Contact Phone Number(s)  
[emailaddress@provider.com](mailto:emailaddress@provider.com)

Sincerely,