

Your Name  
Address  
City, State Zip

Copy the heading from your resume, creating your own stationary.

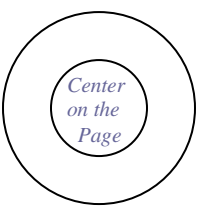
## REFERENCES

List 3-5 references required from people who can attest to your skills that relate to your internship or what you are like as a worker. This can be faculty who has had you in class, previous employers, supervisors or co-workers.

Professional Reference Name  
Address  
City, State Zip  
(406) xxx-xxxx  
e-mail (if used)  
Supervisor, Instructor – how do you know them

Tom Jay, Business Management Faculty  
Flathead Valley Community College  
777 Grandview Drive  
City, State Zip  
(406) 756-3822  
tjay @fvcc.edu  
*Instructor for 3 classes, Advisor*

Example



Professional Reference Name  
Address  
City, State Zip  
(406) xxx-xxxx  
e-mail (if used)  
*Relationship*

Professional Reference Name  
Address  
City, State Zip  
(406) xxx-xxxx  
e-mail (if used)  
*Relationship*