

**Job References Template: Categorized Format**

**CANDIDATE NAME Phone Number • Email Address**

**Street Address, City, State ZIP**

REFERENCES

**PROFESSIONAL**

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Manager, Coworker, etc.

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Manager, Coworker, etc.

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Manager, Coworker, etc.

**PERSONAL**

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Neighbor, College Roommate, etc.

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Neighbor, College Roommate, etc.

Reference Name

Position Title, Company Name

Email Address

Phone Number

Relationship to Candidate: Neighbor, College Roommate, etc.