

(Same header as your resume)

Name

Location (or complete address)
Phone Number and Email address

References:

1. John Doe
Job Title
XYZ Company
123 Main Street
Somewhere, NJ 11111
(555) 123-4567
email@address.com
Relationship: Former Manager

2. Jessica Jones
Job Title
Local Charity Group
555 Fake Ave.
Fake City, NJ 10101
(908) 123-4567
email@address.com
Relationship: Manager of charity group I volunteer with

3. Peter Paul
Job Title
New University
55 University Drive
Anytown, NJ 07070
(732) 123-4567
email@address.com
Relationship: Co-worker