Header should be the same as the header on your resume!

Personalized LinkedIn URL

STACY A. SWANSON

1515 Mockingbird Lane Pullman, WA https://www.linkedin.com/ir/stacyswanson

sswanson@wsu.edu 509.430.5124

REFERENCES

Susan Taylor DIRECTOR

Department of Residence Life, Washington State University 230 Dean Hall

Pullman, WA 99164 509.335.9999 susan@wsu.edu Use the same formatting from resume (font, style of section headings and titles, etc.)

Kevin Smith

MANAGER, CALL-A-COUG

Washington State University Foundation Craig Alumni

Center

Pullman, WA 99164

509.335.8000

ksmith@wsu.edu

John Hall

SUPERVISOR

Department of Student Life, Spokane Community College 45 River Lane Spokane, WA 99203 509.555.7777 jhall@scc.com Each reference should have:

Name

Reference's Job Title Company/Organization Mailing Address Phone Number Email Address

Reference pages should have 3-5 professional references and should always be on a separate page (not on your resume).