

# Janna Larsen

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## Professional References

1. Lee Clark, Accounting Professor  
Brigham Young University-Idaho  
525 South Center Street  
Rexburg, ID 83460  
208.496.5555 | clarkl@byui.edu  
Relationship: Professor | Years Known: 2
2. Roberta Richards, Owner  
Majestic Woods  
555 Main Street  
Rexburg, ID 83440  
208.517.1195 | rr23@majesticwoods.com  
Relationship: Supervisor | Years Known: 3
3. William Northrich, Manager  
Boston Research Group, New Clients Division  
777 Rowberry Street  
Las Vegas, NV 89145  
702.517.2176 | williamn@brg.com  
Relationship: Supervisor | Years Known: 2
4. Nancy Drewson, Assistant Manager  
Majestic Woods  
555 Main Street  
Rexburg, ID 83440  
208.517.1195 | nd03@majesticwoods.com  
Relationship: Trainer | Years Known: 3
5. David Nakke  
Lexicon, Human Resources 555 Lexicon Boulevard  
Las Vegas, NV 89145  
702.555.5555 | danielsj@lexicon.com  
Relationship: Supervisor | Years Known: 5

**Tip 1:** Use the same personal letterhead as your resume and cover letter.

**Tip 2:** Always ask your references for permission before you include them on your list.

**Tip 3:** Include the person's name, title, company/organization, department, mailing address, phone, email, your relationship to them, and years known.

**Note:** To protect privacy, do not include a person's home address.

**Tip 4:** Include 3-6 professional references on a separate page from your resume. References can be current/previous supervisors, professors, co-workers or other professionals who have seen you in action and can verify your past work successes and qualifications relevant to the job you are seeking. (Only include personal references if they are requested or you do not have at least three professional references.)

## Personal Reference

1. Dr Shannon Johnston, Chiropractor  
Back to Health Chiropractic  
777 All Ways Lane  
Logan, UT 84341  
Relationship: Youth Group Leader | Years Known: 3