**Grace Globetrotter**  
1500 W. Sun Devil Way Tempe, AZ 85281 (555) 555-5555 [gglobetrotter@asu.edu](mailto:gglobetrotter@asu.edu)

*(Be sure to* ***use the same header*** *you used in your cover letter and resume – your goal is to maintain consistency)*

**REFERENCES**

Name & Professional Title  
Name of Workplace  
Full Address  
City, State, Zip Code  
Telephone Number  
Email

Dr. Madeline Miller, Moon Mountain Medical Center  
1009 North Central Street  
Phoenix, AZ 85009  
602-987-6543  
Email: [mmiller@moonmtn.org](mailto:mmiller@moonmtn.org)

Mr. David Holland, Executive Director  
Acme Consultants & Associates  
111 East Thomas Road  
Phoenix, AZ 85004  
602-222-2533  
Email: [David.Holland@acme.com](mailto:David.Holland@acme.com)

Mr. Geri Melton, CEO, Melton Incorporated  
10823 Salter Road  
Sun City, AZ 85373  
623-496-8129  
Email: [gerimelton@melton.org](mailto:gerimelton@melton.org)

Professor Thomas Argyle, College of Human Services  
Arizona State University  
37100 W. Thunderbird Road  
Phoenix, AZ 85069  
602-496-1213  
Email: [Thomas.Argyle@asu.edu](mailto:Thomas.Argyle@asu.edu)