

Mary Gayle Leonard

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PROFESSIONAL REFERENCES

Name
Job Title
Company
Address
Phone Number
Email Address

Name
Job Title
Company
Address
Phone Number
Email Address

Name
Job Title
Company
Address
Phone Number
Email Address

PERSONAL REFERENCES

Name
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Email Address

Name
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Phone Number
Email Address

NOTE:

Preparing Your References for Calls

You should send a copy of your resume with a letter that lists the three to five key points that you would like your references to share with people who contact them. For example, ask one of your contacts to elaborate on your specific skills in a particular area, or another contact to discuss your unique characteristics or strengths, and yet another to describe your accomplishments or previous successes.