PERSONAL REFERENCE LIST

Jordan Alvarez
2145 Red Oak Lane, Austin, TX 78704
(512) 555-0142 · jordan.alvarez@example.com

Prepared: September 10, 2026
Opportunity: Junior Marketing Analyst — Brightline Media

Personal References

The following individuals can speak to the applicant's character, reliability, and personal integrity.

1. Maria Chen — Marketing Director, Brightline Media (Internship Supervisor)
Relationship: Internship supervisor, Summer 2025
Phone: (512) 555-0199 · *Email:* mchen@brightlinemedia.example.com
Mailing address: [REF1 ADDRESS]
Contact information verified: September 8, 2026
Permission confirmed by applicant

2. Dr. Evelyn Park — Professor of Marketing, University of Texas at Austin
Relationship: Senior thesis advisor, 2025
Phone: (512) 555-0211 · *Email:* eparkutexas@example.com
Mailing address: [REF2 ADDRESS]
Contact information verified: September 9, 2026
Permission confirmed by applicant

Reference-Checking Notes

Use this contact information only for the identified opportunity. Ask the applicant to update information that has changed. A listed name alone does not establish permission to contact that person; rely on an explicit confirmation before making contact.

Keep inquiries relevant to the opportunity and follow applicable privacy and anti-discrimination requirements. This list is not a consumer-report disclosure or authorization. If a consumer reporting agency is used, determine the permissible purpose and provide the disclosures, authorization and notices required for that particular use. Employment and housing screening have different requirements.

Personal Reference List • DOCUMENT.com • D015B3FB-A4B5F10

Applicant Attestation

I, Jordan Alvarez, attest that the information on this reference list is true and accurate as of September 10, 2026, that the dates shown for my completed contact checks are accurate and no later than the preparation date, and that I have obtained the permission of each person listed above to be included as a reference and contacted in connection with the opportunity identified on this document.

Applicant

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Personal Reference List • Document.com • D015B3FB4A6B5F10