

Professional References - Sample

Becky Tan

200 River View Lane Singapore 650200

D: +65 6123 2233

M: +65 9123 4567

E: beckytan@gmail.com

CONTACT NAME	FRAME OF REFERENCE
<p>Jane Lee Senior Manager ABC Company D: +65 6123 1111 M: +65 9123 2222 E: JLee@abccompany.com</p>	<p>Ms. Lee will speak about my achievements providing exceptional customer service and leading a team of two staff members. I reported to Ms. Lee for three years and during my time with her I transitioned into positions requiring increased responsibility. She has first-hand knowledge of my strengths and career goals.</p>
<p>Melanie Teo Director of Operations TechnoCrunch D: +65 6441 5656 M: +65 9262 4503 E: mteo@technocrunch.com</p>	<p>Ms. Teo can attest to my ability to work in a team and motivate others. I was part of her team for four years. During that time I was recognized for being an outstanding leader, consistently meeting target goals, and providing insightful ideas aligned with the company vision.</p>
<p>Haziq Sulong Sales Supervisor AbelProgress D: +65 6555 6677 M: +65 9345 6655 E: hsulong@AbelProgress.org</p>	<p>In my sales support role, I directly managed projects for Mr. Sulong. From my two-year position with Mr. Sulong, he can cite my ability to manage multiple projects, familiarity with Microsoft Word, Excel, and PowerPoint, and self-driven motivation to learn new technologies.</p>
<p>Krishna Anand Team Lead Cortex D: +65 6123 3333 M: +65 9123 5555 E: kanand@Cortex.org</p>	<p>Mr. Anand served as my team lead and mentor for two years. Under him I learned the importance of using data to make decisions and doing research to gather a more in depth understanding of issues. He can attest to my growth in problem solving and validate by Intern of the Year acknowledgement.</p>



Experis® is the global leader in professional resourcing and project-based solutions. Experis accelerates organizations' growth by attracting, assessing and placing specialized expertise in IT, Engineering and Life Sciences to deliver in-demand talent for mission-critical positions and projects, enhancing the competitiveness of the organizations and people we serve. Experis is part of the ManpowerGroup family of companies. To learn more, visit www.experis.com.sg