Reference Sheet Guidelines

Selecting Your References
Your goal is to select references who can attest to your skills and experiences as they relate to your career objective. Consider: Internship Supervisors, Summer Job Employers, Professors, Organizational Advisors, Volunteer Site Supervisors

Developing References
- You must obtain permission to use someone as a reference!
- Call and ask the person to serve as a reference for you.
- Share with him / her your career goals /objectives / interests.
- Give him / her a copy of your resume so that he / she has a better understanding of your employment and activities history.
- Thank him / her for agreeing to serve as a reference.

Follow Up
Within two weeks, send a formal thank-you letter. If you haven’t yet, enclose your resume.

Developing the Reference Sheet
Center your name on the first line.
Center the word “References” on the second line.
Include three to five recent references.
The reference information should include the following information:

Full Name
Title,
Business, Address
Phone Number (work), Phone Number (home) . . . if appropriate
E-mail address

The references should be either centered on the page with several spaces between references or aligned on the left and right in column fashion.
Jane Somebody
123 Anywhere Street, City, State
(555) 000-0000
janesomebody@emailprovider.com

REFERENCES

Reference Number One Full Name
Job Title
Company
Business Phone Number
Personal Phone Number (if appropriate)
Email Address

Reference Number Two Full Name
Job Title
Company
Business Phone Number
Personal Phone Number (if appropriate)
Email Address

Reference Number Three Full Name
Job Title
Company
Business Phone Number
Personal Phone Number (if appropriate)
Email Address

Reference Number Four Full Name
Job Title
Company
Business Phone Number
Personal Phone Number (if appropriate)
Email Address