

Purpose:

The purpose of a reference sheet is to have a list of people who can verify and elaborate on your professional experience for a potential employer. Past employers/managers, professors, and advisors are the best professional references to have. It is important to have a reference sheet because potential employers will often ask for a list of references that they can contact. If you included a statement such as "References Available Upon Request" on your resume, you should be able to produce a reference sheet as soon as is requested but this document is expected as a part of most application processes. In any case, having a reference sheet prepared will save you time later on during the interview process.

Things to Remember:

Make sure to include people who know what type of person you are and who are familiar with your work. It is important to select individuals who know your distinctiveness so that they can provide a positive and accurate description of you to the employer or company in which you are seeking employment. You should ALWAYS contact your reference before including them on a reference sheet. It is also a good idea to give them a copy of your resume and talk about the job you are seeking so they will know how to best represent you.

Source: Online Writing Lab at Purdue University

Reference Sheet Outline

The heading of your reference sheet should be the same as that of your resume and should include the information listed below:

Your Name
Address
Phone Number
Email

References:

Name
Current Job Title
Place of Employment
Address
Phone Number
Email
Relation to you (school advisor, past/current employer, etc.)

Name
Current Job Title
Place of Employment
Address
Phone Number
Email
Relation to you (school advisor, past/current employer, etc.)

Name
Current Job Title
Place of Employment
Address
Phone Number
Email
Relation to you (school advisor, past/current employer, etc.)