

# **SAMPLE REFERENCE SHEET**

## **REFERENCES**

### **NAME OF THE STUDENT**

Current Address

Phone Number

E-mail Address

Name of First Reference (make sure the spelling is correct)

Title (confirm the current title of your reference)

Organization

Current Address

Postal Address (if applicable)

Telephone Number

Fax Number (if applicable)

E-mail Address

Preferred Method of Contact:

Name of Second Reference (make sure the spelling is correct)

Title (confirm the current title of your reference)

Organization

Current Address

Postal Address (if applicable)

Telephone Number

Fax Number (if applicable)

E-mail Address

Preferred Method of Contact:

Name of Third Reference (make sure the spelling is correct)

Title (confirm the current title of your reference)

Organization

Current Address

Postal Address (if applicable)

Telephone Number

Fax Number (if applicable)

E-mail Address

Preferred Method of Contact:

You may want to add a sentence or two that let the employer know the particular aspect that the reference can provide insight into the quality of your work when contacted.