

Types of Writing Reference Sheet

A reference sheet provides your potential employer with a list of individuals who can confirm your characteristics, accomplishments, and qualifications for a job. For many employers, credible references play an important role in the hiring process.

PARTS OF A REFERENCE SHEET

The diagram shows a reference sheet for Kimberlyn C. Easton. It includes a heading with contact information, a list of four references, and a personal reference. Callouts explain the following parts:

- HEADING**: Include your name in a large font (18-24 point font). Also include your complete address, phone numbers, and email address. Consider using the same customized heading that you use on other application materials.
- COURTESY TITLES**: Use courtesy titles before each name unless the name is followed by an abbreviation.
- PROFESSIONAL OR EDUCATIONAL REFERENCES**: Include information for at least three individuals who can verify your past performance, abilities, and attitude at work or in school. Consider using former employers, supervisors, and professors who are respected professionals. Include a title after each individual's name.
- PERSONAL REFERENCE**: You may include one personal reference, but avoid using a family member. After the name, indicate that this is a personal reference.

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Mr. Terry Poll, Manager
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(801) 426-6868

Maria Arbuckle, Ph. D.
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(801) 890-4699

Ms. Trisha Sproat, Manager
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134 West Ryan
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(801) 465-3050

Ms. Birena Bell
(Personal reference)
1978 West 1460 North
Provo, UT 84604
(801) 373-6436

HINTS FOR AN EFFECTIVE REFERENCE SHEET

- ◀ Not all employers require or want reference sheets. If you are not sure whether to submit a reference sheet with your application materials, contact the employer.
- ◀ References may be centered or left-justified, but you should be consistent in how you organize and format them.
- ◀ Contact your references for permission to use their names on a reference sheet. Ask them how they would like an employer to contact them.
- ◀ Provide a copy of your résumé to those people you use as references.