

Sample Reference Form

Your Name
Your Address
Your Phone/Cell Number/Email Address

First Name, Last Name, Title
Name of Company
Address
City, State Zip
Phone Number (Home or work, as appropriate)
Your relationship to this person (e.g., “former professor,” “current employer”)

First Name, Last Name, Title
Name of Company
Address
City, State Zip
Phone Number (Home or work, as appropriate)
Your relationship to this person (e.g., “former professor,” “current employer”)

First Name, Last Name, Title
Name of Company
Address
City, State Zip
Phone Number (Home or work, as appropriate)
Your relationship to this person (e.g., “former professor,” “current employer”)

Try to list 3-5 individuals who can attest to your professional skills, abilities, or educational background. Keep the reference sheet separate from your resume. Submit it along with your resume and cover letter (if required) when applying for a position. Otherwise, bring it to the interview and be prepared to give it to the interviewer.