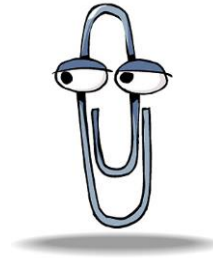


Preparation for your Reference Sheet



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.

Things to Remember

- When choosing references, make sure to **ALWAYS CONTACT THEM** to obtain permission before adding them to your reference sheet.
- Contact your references frequently to verify their information is up-to-date and that they are still willing to be a reference.
- Make sure to include people who know what type of person you are and who are familiar with your work. This will allow them to provide a positive and accurate recommendation on your behalf.
- It is always a good idea to give your references a copy of your resume, and talk to them about the position you are seeking so they will know how to best represent you.

Example

CARRIE E. COMPLETE
123 Hawkins House Dr
Lancaster,OH 43130
(740) 555-1123

REFERENCES

1. Professor John English
Sociology Department
Purdue University
Stone Hall
West Lafayette, IN 47907
(317) 555-6000

2. Mrs. Diana Handie
Food Services Supervisor
Hawkins Graduate House
Purdue University
West Lafayette, IN 47907
(317) 555-2323rs.

3. Mrs. Jennifer Active
Activity Therapy Staff Wabash Valley Mental Health Center
2900 North River Road
West Lafayette, IN 47906
(317) 564-9600

Note: The formatting of your reference sheet should be the same as your resume.