

How to Make Your Reference Sheet

Preparing Your List of References

- Choose three to four individuals who could provide information about your current or previous professional and/or academic performance.
- Tell these people that you are actively seeking employment, and ask if you may list them as a reference to be contacted by potential employers.
- You may consider asking employers, supervisors, and college professors. Look to individuals who have had the opportunity to evaluate your workmanship, especially in internships, clinicals or student teaching.
- Include the following information for each reference: name, title/position, and contact information.
- Use the following sample as a guide for constructing your list of references.
- This list is not directly part of your resume, but is available to provide additional information about you to potential employers.

Example

References for Aaron C. McConnell

Dr. David Smith

Professor of History
Harding University
Harding University Box 12345
Searcy, AR 72149
(615) 269-1000, ext 2327
drsmith@harding.edu

Mr. Norman Fox

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