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  
Business Owner  
Fox's Donut Den  
3900 Hillsboro Pike  
Nashville, TN 37215  
(615) 385-1021  
foxy@foxdonut.com

Ms. Joyce H. Johnson  
Legislative Administrative Assistant  
Senate Republican Leader  
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