

The header and font should match your resume.

Reference Sheet Template

ASU Student
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References:

1. First Name Last Name
Title
Work Address
Work Address
Phone #
Email
Relationship:
Years known:

2. First Name Last Name
Title
Work Address
Work Address
Phone #
Email
Relationship:
Years known:

3. First Name Last Name
Title
Work Address
Work Address
Phone #
Email
Relationship:
Years known:

- List 3-5 references in the order you want them contacted; include email and phone contact information. Try to include a professor, a boss, and if you were a supervisor or manager, a former employee. Be sure your references will speak highly of you. Do not list a reference if they are hard to contact.
- Be sure to ask your references' permission before listing them on your reference sheet.
- DO NOT include your reference sheet in an application unless specifically mentioned. Employers don't want this until they specifically ask for it, usually after an interview (take it to an interview just in case).