

USE OF A REFERENCE SHEET

Select as references individuals who have worked with you and are able to talk with employers about your skills and abilities, and why you would make a successful employee. Current or previous supervisors, college professors or instructors are appropriate. Always contact references to obtain their permission prior to listing them on your reference sheet.

References should be listed on a separate page. Use paper that matches your resume. When applying for some positions you may be asked to submit a cover letter, resume and names of references. Enclose a reference sheet with your resume and cover letter. It's possible that references may never be requested. However, it is always a good idea to bring along extra copies of your resume and reference sheet to leave with the interviewer. This makes it as easy as possible for the interviewer to contact individuals who have agreed to discuss your qualifications. If you have letters of recommendation you may want to offer those to the interviewer as well.

REFERENCES FOR SUSAN SMITH

LORI ANDERSON

Director of Special Education
Anoka Ramsey School District
720 School Avenue
Anoka, MN 55532
763-763-7663
lori@anoka.k12.us

NAME OF REFERENCE

Title
Organization
Mailing Address
City, State Zip
Phone #
E-mail address (optional)

NAME OF REFERENCE

Title
Organization
Mailing Address
City, State Zip
Phone #
E-mail address (optional)