
SAMPLE REFERENCE SHEET

Have references readily available on the day of your interview.
Provide it only when asked.

References for:

Joe B. Seeker
268 Career Field Court
Huntsville, Michigan 48123
810-555-1234
jseeker@umd.umich.edu

Harry Hopeful, Director
Human Resources
Dearborn Public Schools
18700 Audette
Dearborn, MI 48124
313-703-0024
email

Faith Foster, Principal
Kinloch Elementary School
456 Kinloch
Dearborn, MI 48126
313-561-9000
email

Mary Mentor, University Supervisor
University of Michigan-Dearborn
School of Education – 215 SOE
4901 Evergreen Road
Dearborn, MI 48128
313-593-1234
email

Carrie Carrington, Cooperating Teacher
Miller Elementary School
456 Miller Road
Dearborn, MI 48126
313-274-6789
email

TIPS

References are to be printed on quality resume paper.

Use the same stationary for resume, cover letter, references, and thank you letter with matching envelopes.

Format your reference sheet similar to your resume, using the same style and size font.

A total of 3 to 5 references are optimal.

Always ask permission from a reference before giving his/her name to an employer.

It is a good idea to give your references a copy of your resume.

Be sure to use your references' titles.

Give only professional addresses and telephone numbers.

The most effective references are education employers, university supervisors, and class cooperating teachers from student teaching, and building principals who have observed you during student teaching.

You may also ask college professors or advisors who are familiar with your work.

Never use a family member as a reference, even if you have worked for a family-owned business.

Have your references readily available to submit upon request of the employer.
