

# Creating a Reference Sheet

## In General

- References may be from academic experiences, work/employment, volunteer/community activities, and professionals in your field.
- Before listing someone as a reference, ask for permission. Approach a potential reference with a tactful request similar to the following: "Do you feel you know my work well enough to act as a positive reference for me?" You might follow up a "no" to this question with: "Is there any information I could give you or way I could demonstrate my skills that would help?"
- Do not assume people will act as references for you. Many people will reluctantly say yes if you just ask them to be "a reference." This can work against you later when they provide weak or negative references.

## Contacting Your References

- Ask to meet in person. Arrive on time and be prepared. Bring copies of the same materials you would bring to an interview, such as your résumé, portfolio, licenses, etc.
- Provide information on how long you've known the person and in what capacity, and a list of your achievements while working with them. Provide examples of your relevant job skills. Don't assume your reference will remember every detail about you.
- Ask what address and phone number you should use. Don't assume!
- Potential employers may contact your references via telephone. However, some positions in academia will require a written letter of recommendation or online form instead.

## Maintain Positive Contact

- Thank your references for the time they've spent with you in the preparation meeting and for serving as your reference. Keep in contact with them throughout your job search.
- If your references are receiving online reference form requests via email (e.g., if you're applying to graduate schools), check which requests have reached them successfully and be prepared to resend a request if needed.
- Don't forget to send a "thank you" note (handwritten is best!) or call your references when you get hired.
- Once you get a job, do not lose contact with your references—they can always be helpful in the future. Send a note or call once or twice a year to let your references know about your progress.
- Keep track of your achievements and always be prepared to provide information about your abilities to others.

## Preparing A Reference Sheet

- Submit a reference sheet with your résumé only if it is requested. If the application process doesn't include an opportunity to list your references, then bring your list with you to the interview.
- Your name, address, and phone number should be at the top of the reference sheet.
- Include a heading of "References" or "Professional References."
- Include the reference's name, professional title, address, and phone number. You may indicate the relationship to you, but this is not required. Include 3-5 references.
- Print the reference sheet on the same color and type of paper as your résumé.
- Be sure to get summer contact information or other relevant information to help employers if your references will be hard to reach.

### Sources:

"Preparing your Resume for the Internet and Posting it Online." The Riley Guide: Resumes and Cover Letters. 10 Mar. 2001. <[www.dbm.com/jobguide/eresume.html](http://www.dbm.com/jobguide/eresume.html)>.

"Resume and Cover Letter Writing." University of Wisconsin at Milwaukee. 10 Mar. 2001. <[www.uwm.edu/Dept/CDC/resume-index.htm](http://www.uwm.edu/Dept/CDC/resume-index.htm)>.

# Sample Reference Sheet

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## REFERENCES

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