

Tip Sheet: REFERENCE SHEET EXAMPLE

YOUR NAME

289.234.5678

youremail@gmail.com

(Keep this area the same as your Cover Letter and Resume)

Use your reference's current employment and title.

Mr. Joe Blow, Sales Manager, ABC RV Sales

*I reported to Joe while I worked at DEF Auto Sales
Available to provide a reference – anytime*

Optional – explain
your working
relationship with your
reference.

Preferred methods of contact: **joe.blow@abc.com | 289.222.1111 (c)**

Ask your references preferred method of contact and when they prefer to be contacted.

Ms. Terry Dunmore, Supervisor, Brampton Fun Zone

*Terry promoted me to Assistant Supervisor after 6 months at Brampton Fun Zone
Available to provide a reference - Monday-Thursday from 1:00 – 3:00 pm*

Preferred method of contact: **289.111.2222 (w)**

Ms. Sam Iam, Assistant Principal, Brampton Elementary School

*Sam was my direct supervisor when I was a lunchroom assistant at Educational School
Available to provide a reference – anytime after 8:00 am on weekdays*

Preferred methods of contact: **sam.iam@brampton.school.com | 289.333.4444 (c)**