

Sample Reference Sheet #1

- Include your contact information in center of reference listing.
- Important to ask your reference permission prior to listing on your reference list if they will provide a “positive” reference for you. Keep in periodic contact with your references.
- Denote on heading either Professional or Personal References.
- Examples of individuals to use for references: Former or current supervisor(s), Former or current co-workers, Professors, Members of volunteer/social/community service groups, Peers in professional organizations, Clergy or church leaders, Long-term friends and acquaintances.

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(919)652-4265
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REFERENCES

PROFESSIONAL REFERENCES

Julia Silvers, Administrative Manager
Kent Products Inc.
123 West 32nd Street
Sanford, NC 27330
(919)648-6638
juliasilevers@xyz.corp

Robert Williams, Department Manager
Spruce Electronics
1234 Jefferson Avenue
Raleigh, NC 27312
(919)854-6583

Joseph Mitchell, Director of Marketing
Jones Imports
12 Wheeling Circle
Pittsboro, NC 27312
(919)865-7526

PERSONAL REFERENCES

Joy Smith, Long term friend
1234 East Park
Cary, NC 27511
(919)489-8865

Jason McMurphey
11 Market Street
Fayetteville, NC 28301
(910) 456-7899
Mcmurphey101@xyz.xyz