

SAMPLE REFERENCE SHEET

NAME OF THE STUDENT

• Current Address • Phone Number • E-mail Address

REFERENCES

Name of First Reference

Title

Organization

Current Address

Telephone Number

Fax Number (if applicable)

E-mail Address

(If helpful, consider a one or two sentence description of the referee's relationship to you in the context of this position/class—e.g., "Mr. Smith was my direct supervisor and oversaw all of my writing assignments.")

Name of Second Reference

Title

Organization

Current Address

Telephone Number

Fax Number (if applicable)

E-mail Address

(If helpful, consider a one or two sentence description of the referee's relationship to you in the context of this position/class—e.g., "Mr. Smith was my direct supervisor and oversaw all of my writing assignments.")

Name of Third Reference

Title

Organization

Current Address

Telephone Number

Fax Number (if applicable)

E-mail Address

(If helpful, consider a one or two sentence description of the referee's relationship to you in the context of this position/class—e.g., "Mr. Smith was my direct supervisor and oversaw all of my writing assignments.")