The header and font should match your resume.

**Reference Sheet Template**

**ASU Student**

1000 King St. Boone, NC 28607

asu.student@gmail.com ■ (828) 262-0000

**References:**

1. First Name Last Name Title

Work Address Work Address Phone # Email Relationship: Years known:

1. First Name Last Name Title

Work Address Work Address Phone # Email Relationship: Years known:

1. First Name Last Name Title

Work Address Work Address Phone # Email Relationship: Years known:

* List 3-5 references in the order you want them contacted; include email and phone contact information. Try to include a professor, a boss, and if you were a supervisor or manager, a former employee. Be sure your references will speak highly of you. Do not list a reference if they are hard to contact.
* Be sure to ask your references’ permission before listing them on your reference sheet.
* DO NOT include your reference sheet in an application unless specifically mentioned. Employers don’t want this until they specifically ask for it, usually after an interview (take it to an interview just in case).

*Created by the WCOB Career Services Office at Appalachian State University.*