



Formatting a Reference Sheet

Identify three to five professional references who can verify and speak to your qualifications, skills and experiences. These individuals will be contacted by employers to get a more detailed picture of you as a potential employee. References can be asked about how well and how long they have known you, your ability to work with others, strengths/weaknesses, attendance/reliability, etc. You should...

- ✓ Choose work or education related references who will speak positively about you and respond in a timely manner to inquiries from a prospective employer
- ✓ Consider current or former supervisors/employers at work, clinical or during an internship. As a student or recent graduate, you can also use faculty members or program chairs.
- ✓ Select current references; ideally you want to identify individuals who can speak to your recent experiences and education
- ✓ Identify only professional references; no relatives or family members

Prior to listing someone as a professional reference **contact** them to ask for their permission. References need to know ahead of time that they may be contacted regarding a reference for you. You should...

- ✓ Ask them by phone or email if they feel comfortable or know you well enough to provide a potential employer with a good reference
- ✓ Be prepared that some individuals may say “no”
- ✓ Verify their contact information including their preferred phone number and email address to include on your reference sheet
- ✓ Offer them an updated copy of your resume and specific details on the job(s)
- ✓ Notify them immediately if they may be contacted by a specific employer
- ✓ Thank them for being a reference through an email or note

Remember, references are not included on your resume. Not even the phrase “References available upon request”; it’s understood. Instead, **create** a separate reference sheet that lists their contact information. This document should...

- ✓ Look the same as your cover letter and resume. Your reference document should use the same formatting including the header, font, and font sizes
- ✓ Include the following contact information for each reference: Full name, Title, Company/Institution, Address, Phone number and Email

Finally, **provide** your reference sheet to the employer when requested. You should have copies of your reference sheet with you when you interview.

The DMACC Career Center is here to help you!

DMACC Career Center | Ankeny Campus, Building I

Hours: Monday — Friday | 7:30 a.m. to 4:00 p.m.

Appointments: (515) 964 - 6200; Dial “0”

Email: careers@dmacc.edu

Phone: (515) 964 - 6463





Jane Doe

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REFERENCES

John Smith

Current Supervisor — 2 years
Branch Manager
ABC Bank
700 Grand Ave.
Somewhere, IA 12345
(515) 555-5000
John.smith@abcbank.org

Bob Hanson

Former Supervisor — 1 year
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Betsy Anderson

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