STAND OUT AT INTERVIEWS & NETWORKING EVENTS

Reference Sheet Guide

YOUR NAME

Street Address
City, Province Postal Code
Telephone Number
Email Address

Make this section look identical to the header on your cover letter & résumé.

REFERENCES

1. Mr./Ms. First Name Last Name
   Job Title
   Company
   Address
   Day Telephone
   E-mail
   Relationship: (Example: Former Supervisor)

2. Mr./Ms. First Name Last Name
   Job Title
   Company
   Address
   Day Telephone
   E-mail
   Relationship: (Example: Former Supervisor)

3. Mr./Ms. First Name Last Name
   Job Title
   Company
   Address
   Day Telephone
   E-mail
   Relationship: (Example: Former Supervisor)

NOTE: Use three to four references from work, education, volunteer, or extra-curricular activities (e.g. Managers, Professors, Teaching Assistants, Volunteer Coordinators, Association Directors, Team Leaders, Coworkers, Project Partners)

NOTE: Mention if the person is on vacation currently and if this may present contact difficulties.