

## 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 & resumé.

### 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.