

Reference Sheet

Note: This document should only be used as a reference and should not replace assignment guidelines.

A reference sheet provides your potential employer with a list of individuals who can confirm your qualifications for a job. For many employers, credible references play an important role in the hiring process. References are often provided electronically, but some employers may request a reference sheet.

Parts of a Reference Sheet

Heading
Include your name, complete address, phone number, and email address. Use the same heading that you use on other application materials.

Kimberly C. Easton
1975 Owen Avenue, St. Joseph, UT 84604
(801) 463-7538
Email: kce@uvsc.edu

Terry Poll, Manager
Shearer's Salon
75 Droubay Way
Whitney, UT 84003
(801) 426-6868

Maria Arbuckle, Ph. D.
Faculty Member
School of Philosophy
University of Utah
Salt Lake City, UT 84001
(801) 890-4699

Trisha Sproat, Manager
Office Mart
134 West Ryan
Craigton, UT 84253
(801) 465-3050

Birena Bell
(Personal reference)
1978 West 1460 North
Provo, UT 84604
(801) 373-6436

Professional or Educational References

Include information for at least three individuals who can verify your past performance, abilities, and attitude at work or in school. Consider using former employers, supervisors, and professors who are respected professionals. Include a title after each individual's name.

Personal Reference

You may include one personal reference, but avoid using a family member. After the name, indicate that this is a personal reference.

Hints for an Effective Reference Sheet

- Not all employers require or want reference sheets. If you are not sure whether to submit a reference sheet with your application materials, contact the employer.
- References may be centered or left-justified, but you should be consistent in how you organize and format them.
- Contact your references for permission to use their names on a reference sheet. Ask them how they would like an employer to contact them. Describe the position you're applying for so they know what strengths they should talk about.
- Provide a copy of your resume to those people you use as references.

Utah Valley University (UVU) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.