**Robert Fictional**

3333 Imaginary Rd. Empty Township, MI 48888

Home (555) 555-5555 / Cell (555) 777-7777

example@example.com

Charles Carmichael *[Make sure that anyone you put on a*

Regional Manager *sheet KNOWS that they are going to be a*

CJ Funrides Inc. *reference for you]*

Dearborn, MI

Former Supervisor

555-555-9999

example@example.com

Desmond Hume *[Supervisors aren’t the only people that*

Store Manager *can be a reference for you. Also consider*

Viscount Electronics *former co-workers, co-workers, teachers,*

Warren, MI *former teachers, and anyone else that can*

Former Co-worker *speak to your professional abilities]*

555-555-7777

example@example.com

Dr. B. F. Pierce *[Though you may have worked for family*

Professor of Management *members in the past it is inappropriate and*

Henry Ford Community College *ineffective to list them on your reference*

Dearborn, MI *sheet. Employers place little weight in the*

Current Instructor *words of a family member. This should be*

555-555-7777 *avoided.]*

example@example.com

The above contacts represent a standard reference sheet for a job seeker. Employers just need the basics:

1. Who they are
2. What their job title is
3. Who they work for
4. Their relationship to you
5. How to contact them

**Please note**, that you should only submit a reference sheet to employers at the conclusion of an interview, or if an employer formally requests references as part of the application process. **Do not** submit them voluntarily as part of a resume/cover letter.