



NOTE: These names do NOT appear on your resume. They are given to the interviewer when he/she requests them. On your resume, the words "Available Upon Request" is fine.

1. Reference Name: _____

Title: _____

Name of Company: _____

Street Address: _____

City, State & Zip Code: _____

Phone Number: _____

2. Reference Name: _____

Title: _____

Name of Company: _____

Street Address: _____

City, State & Zip Code: _____

Phone Number: _____

3. Reference Name: _____

Title: _____

Name of Company: _____

Street Address: _____

City, State & Zip Code: _____

Phone Number: _____



Sample Reference Sheet

BILL WIDGET 100 Commercial Street Portland, ME 04101 (207) 555-1212

REFERENCES

Ms. Paula Siegel
Manager, Human Resource & Operations
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Mr. William Trillo
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Mr. Richard Antonik
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