

SAMPLE REFERENCE SHEET

Please note: Reference sheets are printed on the same kind of paper as résumés.

SARA SMITH

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REFERENCES

Andrew Foster, Principal
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312-880-1111
ajfoster@cps.edu

Mary Plain, University Supervisor
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Jane Edwards, Cooperating Teacher
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- A total of three to five references is optimal.
 - ALWAYS ask permission from a reference before giving his/her name to an employer.
 - Give your references a copy of your résumé.
 - Be sure to use your references' titles. Give only professional addresses and phone numbers.
 - School administrators (or cooperating teachers, for a student teacher) who have observed your work are the best choices for references.
 - **Never use a friend, coworker or relative as a reference.**