

The Anatomy of a Great Reference Sheet

Name

We want to make it easy for hiring managers to know whose references these are.

Austin Belcak

PARTNER MANAGER

austin@cultivatedculture.com

215.292.1109

[LinkedIn.com/in/abelcak](https://www.linkedin.com/in/abelcak)

Your Info

Always include your email, phone number, and a link to your LinkedIn profile!

Their Info

Always include your reference's full name, the company they work for, their phone number, and their email address.

References & Contacts

Leanne Price

Director of Partner Development

Microsoft

123.456.7890

lprice@microsoft.com

Leanne was my manager at Microsoft for 3.5 years. She helped on board me and played a significant role in my winning Microsoft's Platinum Club award for top sales attainment.

Context

Always provide context in the form of results, projects, or achievements. This helps direct the conversation.

James Fisher

Partner Sales Executive

Microsoft

123.456.7890

jfish@microsoft.com

James was my sales executive for 2 years at Microsoft, we partnered to manage our segment's two largest accounts, growing them by 27% year-over-year.

Hiral Jameel

Account Coordinator

Microsoft

123.456.7890

hjameel@gmail.com

Hiral was our account coordinator at Microsoft. I was responsible for onboarding and training her to provide reporting and analysis that would help drive our business.

Relation

Your final line for each reference should open with a statement about your relationship.

Abigail Brown

Director

Afterschool Alliance

123.456.7890

abigail@afterschoolalliance.com

Abigail is the director of a charity that I volunteer for. I offer my time helping underprivileged kids update their resumes and land their first job.

Order

Always list your references from most important to least important.

Resume Reference

Herbert F. Pandiscio



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