

# 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](mailto: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.

**Leanne Price**

Director of Partner Development

Microsoft

123.456.7890

[lprice@microsoft.com](mailto: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

[jfisher@microsoft.com](mailto:jfisher@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](mailto: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](mailto: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



## **Resume Reference:**

**Resume 101** Quentin J. Schultze, 2012-03-27 Minimal job experience No problem You've just graduated and are ready to land your first real job after college or high school But how do you write the first resume and cover letter of your career if you don't have any previous jobs to list How do you stand out above the other applicants including people with more experience who are out of work with your summer job at the diner internship at the local paper or spot on the Ultimate Frisbee team Dr Q to the rescue For two decades communication professor Quentin Schultze has been teaching resume writing to college students and recent graduates helping them identify their strengths and transferable skills from their unique life experiences from extracurriculars to part time jobs to internships to volunteering With Resume 101 you'll discover the secrets to composing strong impressive resumes and cover letters such as What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies travel and technology skills What to do if your GPA isn't sky high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr Q's help you'll soon have a resume and cover letter that will show hiring managers who you really are why you're perfect for your dream job and why they should choose you

The Google Resume Gayle Laakmann McDowell, 2011-01-25 The Google Resume is the only book available on how to win a coveted spot at Google Microsoft Apple or other top tech firms Gayle Laakmann McDowell worked in Google Engineering for three years where she served on the hiring committee and interviewed over 120 candidates She interned for Microsoft and Apple and interviewed with and received offers from ten tech firms If you're a student you'll learn what to study and how to prepare while in school as well as what career paths to consider If you're a job seeker you'll get an edge on your competition by learning about hiring procedures and making yourself stand out from other candidates Covers key concerns like what to major in which extra curriculars and other experiences look good how to apply how to design and tailor your resume how to prepare for and excel in the interview and much more Author was on Google's hiring committee interned at Microsoft and Apple has received job offers from more than 10 tech firms and runs CareerCup.com a site devoted to tech jobs Get the only comprehensive guide to working at some of America's most dynamic innovative and well paying tech companies with The Google Resume

**The Complete Guide to Resume Writing** M. Sarada, 2005-10-01 **Resumes For Dummies** Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview With reinvented recruiting technology unmanageable millions of resumes choking employer databases and government mandates in the name of diversity a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes Whether you're entering the job market for the first time changing jobs or changing careers Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding With 85% new content added since the previous edition this up to date guide gives you

the very latest strategies on how to create and more importantly distribute your resume in today's new job search environment You'll learn Why most generic online resumes fail How to customize resumes for each job opening New quick ways to find the right jobs How to use meta search engines to your advantage Why both digital and print versions of resumes are still needed How to use resumes interactively The resume basics that still knock 'em dead How to create resumes for your life's changing phases What to do after you send them your resume With a wealth of sample resumes organized by industry and career field experience level and age and special circumstances along with tips on choosing professional resume help and other valuable resources Resumes for Dummies 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way

[Building the Looking-Glass Resume](#) Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues

[Resumes For Dummies](#) Laura DeCarlo, Joyce Lain Kennedy, 2015-08-03 Expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams

[10 Insider Secrets to a Winning Job Search](#) Todd Bermont, 2004-01-01 10 Insider Secrets to a Winning Job Search offers a complete step by step roadmap on how to get the job you want fast even in tough times This book will motivate you increase your self confidence and show you how to sell yourself so companies want to hire you You'll have an unfair advantage when searching for a job Todd Bermont shares with you the secrets he has learned to find a job in any economy secrets that he used to get six job offers his senior year of college to land three job offers in one week during a recession and to earn numerous job promotions since Additionally having also been a hiring manager Todd gives you a behind the scenes look into the hiring process that will give you another unfair advantage With this book you'll Develop and maintain a winning attitude throughout your job search Convince companies to hire you even when no positions are available Write attention grabbing resumes and cover letters Network and market yourself to maximize your job opportunities Be prepared for any job interview Learn how to negotiate your job offers to receive top dollar

[Job Search Letters For Dummies](#) Joyce Lain Kennedy, 2013-07-02 New style job messages that get you in the door and on your way up From sparkling cover letters to six word bios a fresh bevy of job search letters has grown powerfully useful for successful career communications Job Search Letters For Dummies delivers the quality of New Era know how you need right now to land good jobs and thrive Whether you're a long time professional or a recent college graduate or somewhere in between Job Search Letters For Dummies has you covered Job Search Letters For Dummies covers the gamut of leading edge topics including effective strategies for internal career communications on topics such as raises

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**Real-resumes for Career Changers** Anne McKinney,2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers

Helping the Dislocated Worker Janie B. Connell,1984

**Multithreaded Programming with Java Technology** Bil Lewis,Daniel J. Berg,2000 Multithreaded Programming with Java Technology is the first complete guide to multithreaded development with the Java 2 platform Multithreading experts Bil Lewis and Daniel J Berg cover the underlying structures upon which threads are built thread construction and thread lifecycles including birth life death and cancellation Next using extensive code examples they cover everything developers need to know to make the most of multithreading

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*Career For Dummies Three eBook Bundle: Job Interviews For Dummies, Resumes For Dummies, Cover Letters For Dummies* Joyce Lain Kennedy,2013-01-02 Three complete ebooks for one low price Created and compiled by the publisher this career bundle brings together three of the bestselling For Dummies career titles in one e only bundle With this special bundle you ll get the complete text of the following titles Resumes For Dummies 6th Edition Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has

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David Wood,2010-09-27 **The Business Communication Handbook** Judith Dwyer,Nicole Hopwood,2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities *Real-resumes for Students* Anne McKinney,2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers **Career Planning Strategies** C. Randall Powell,2004 Career Planning Strategies is

designed to be used by anyone looking to enter into a new career or job field This text will help students discover career happiness and job satisfaction The approach of this text goes beyond the one shot job hunt It shows students how to be continuously in charge of their career The focus of Career Planning Strategies is on planning Planning involves developing a systematic approach to the direction students want their working life to take The approach described in this book not only sets the plan but shows students how to implement it as well Excellent source for resume material Helps prepare students for interviews Applicable for senior seminar courses For junior senior career planning courses I'm in a Job Search--Now What??? (2nd Edition) Kristen Jacoway,2012 In the 2nd edition of the book I m in a Job Search Now What 2nd Edition you will have a step by step guide for the job searching process The book not only covers job searching strategies but additionally gives information on how to be in a continuous process of career management No longer are people climbing ladders in employment Instead they are on a ramp and need to constantly make strides to progress and maintain their position The newly updated and expanded book provides 100 resources and tips to guide you through the job searching process to help you stand apart from your competition Included in the book Goal Setting Personal Branding Five strategies for building visibility on Google to accelerate your job search since recruiters employers and companies Google potential candidates prior to contacting them for an interview Using Social Media platforms i e LinkedIn Facebook Twitter YouTube Pinterest etc in the job search process New section on Pinterest giving you information on the potential this hottest social media platform has for a person in a job search including tips on how to use it as part of your career marketing plan Interview with Erin Blaskie on how to develop compelling content and capture quality videos for the new emerging platform for video biographies Google visibility etc Interview with Jeff Lipschultz Principal at A List Solutions and a recruiter on tips for working with recruiters getting your resume to the top of the pile etc Developing a targeted list of companies where to work Research tools to help in interviewing Interview strategies including the questions you want to research BEFORE an interview to stand out in the interview process Networking Tips on how to customize your resume for different positions to demonstrate to the employer why YOU are the best fit for the position and much much more □□□□□□□□ □□,2021-08-01 **Job Hunting in Education** Herbert F. Pandiscio,2004-05-06 Throughout the years author Herbert Pandiscio has documented the best and worst of candidates job search efforts It is a hands on guide filled with real life stories and suggestions that can help the job seeker get ahead of the competition and compete successfully in the market place *Complex Systems* Georgi M. Dimirovski,2016-05-19 This book gives a wide ranging description of the many facets of complex dynamic networks and systems within an infrastructure provided by integrated control and supervision envisioning design experimental exploration and implementation The theoretical contributions and the case studies presented can reach control goals beyond those of stabilization and output regulation or even of adaptive control Reporting on work of the Control of Complex Systems COSY research program Complex Systems follows from and expands upon an earlier collection Control of Complex Systems by

introducing novel theoretical techniques for hard to control networks and systems The major common feature of all the superficially diverse contributions encompassed by this book is that of spotting and exploiting possible areas of mutual reinforcement between control computing and communications These help readers to achieve not only robust stable plant system operation but also properties such as collective adaptivity integrity and survivability at the same time retaining desired performance quality Applications in the individual chapters are drawn from the general implementation of model based diagnosis and systems engineering in medical technology in communication and in power and airport networks the creation of biologically inspired control brains and safety critical human machine systems process industrial uses biped robots large space structures and unmanned aerial vehicles and precision servomechanisms and other advanced technologies Complex Systems provides researchers from engineering applied mathematics and computer science backgrounds with innovative theoretical and practical insights into the state of the art of complex networks and systems research It employs physical implementations and extensive computer simulations Graduate students specializing in complex systems research will also learn much from this collection pp



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