

# Sample Reference Page

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## References of Jane Jones

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Karl Grimhold  
Current Supervisor  
Atlantic Production Company  
(614) 555-9895  
[grimholdkj@apc.com](mailto:grimholdkj@apc.com)

Lauren Kolowski  
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Mr. Carson Morey  
Current Volunteer Supervisor  
President, Kronos Community Fund  
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**Employers typically request 3 references.**

**Letters of recommendation are actual letters written by the people you have listed as references.**

**Always ask permission before listing someone as a reference.**

**The best references can answer the following types of questions about you.**

Do you show up? Do you show up on time?  
Do you have a positive attitude?  
Do you take feedback and criticism well? Are you coachable?  
Do you contribute? Do you go above and beyond what is expected?  
Do you know your “stuff”? Do you produce high quality work?  
Do you work well on a team? Do you help your classmates/co-workers?  
Do you meet deadlines?  
What are your strengths?