

Brutus Buckeye

123-456-7890 | buckeye.0@osu.edu | Columbus, OH

References

Dr. Sandra Bullock

Clinical Instructor - Medical Surgical Rotation
The Ohio State University College of Nursing
234-567-8910
bullock.0@osu.edu

Dr. Tom Cruise

Assistant Clinical Professor
The Ohio State University College of Nursing
345-678-9012
cruise.0@osu.edu

Betty White

Volunteer Supervisor
American Red Cross - Columbus, OH
456-789-0123
bwhite@americanredcross.com

For each reference, include:

- ✓ First and last name, credentials as needed
 - Avoid Mr., Mrs., Miss or Ms.
- ✓ Position currently held
- ✓ Employer and location
- ✓ Work phone number
- ✓ Work email

Reference sheet tips

- **Do not include a reference sheet unless an employer asks for it.**
- Email potential references in advance to confirm they are willing to serve. Let them know they may be contacted by phone or email.
- Choose a variety of references, such as workplace supervisors and lecture or clinical instructors.
- It is acceptable to list a reference even if the person is no longer in the same role.
- Use the same header as your resume and other application documents.



THE OHIO STATE
UNIVERSITY
COLLEGE OF NURSING