

# Professional Reference Sheet

Career Document template / DOCX, Google Docs, text-based PDF

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## Best for

Candidates preparing final-round interview materials

## Summary

A clean reference sheet with relationship context, contact details, and optional notes for the hiring team.

## Sample Skills

- Reference selection
- Contact formatting
- Relationship context

## Sample Impact Bullets

- List references only after permission is confirmed.
- Include context that helps the employer understand the working relationship.
- Keep formatting aligned with your resume package.