

REFERENCE SHEET TEMPLATE

Prepared By: _____ Contact Info: _____

Personal Details:

Full Name: _____

Role/Position: _____

Company/Organization: _____

Phone: _____ Email: _____

Reference Summary:

Provide a brief overview of the reference including relationship details, duration of association, and key attributes or accomplishments relevant to the position or purpose of this reference sheet.

Skills and Competencies:

- Communication
- Leadership
- Technical Expertise
- Problem Solving
- Team Collaboration
- Project Management

Achievements:

List notable achievements or projects that demonstrate the referenced individual's capabilities, impact, and contributions within relevant roles or contexts.

Additional Comments:

Include any further remarks or information that supports the reference and provides comprehensive insight about the individual's professional or personal qualities.

Reference Contacts:

Name: _____

Relationship: _____

Phone: _____

Email: _____

Declaration:

I hereby declare that the information provided in this reference sheet is true and correct to the best of my knowledge. I authorize the use of this information for employment, academic, or other legitimate purposes as applicable under United

States law.

Prepared By (Signature)

Approved By (Signature)

Signature: _____

Signature: _____

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