

REFERENCES WORKSHEET

A list of references includes at least three people who can vouch for your business/professional/employment skills. They should be someone you've known for more than one year and **NOT A RELATIVE**. Consider: a business person, a teacher, previous boss, neighbor, coach, someone you've helped or volunteered for. **Always ask permission before using someone's name as a reference.** If possible, give the reference a copy of your resume.

Use the same format/font/paper as your resume.

Your Name

Address

City, State, Zip

Area Code, Phone Number

REFERENCES

(1)

Complete Name of Reference

Business Title

Complete Business Name

Business Address

City, State, Zip

Business Telephone

(2)

Complete Name of Reference

Business Title

Complete Business Name

Business Address

City, State, Zip

Business Telephone

(3)

Complete Name of Reference

Business Title

Complete Business Name

Business Address

City, State, Zip

Business Telephone