

Preparing a List of References

Name:

ID #:

Who are the individuals who can attest to your work values, training, attendance and experiences? Obtain permission from at least three people who know you either personally or professionally so you can give their names, addresses, and phone numbers to a prospective employer, college admissions officer, or other persons who request references about you during an application process. Ask if they are comfortable addressing your strengths if they should receive a call. A copy of your resume would be a helpful resource to give to these references to assist them in personalizing your letter.

This sheet may be used to gather the information. Then type a one-page listing of your references, which includes a heading, your name, address, and phone number.

Name/Title

Organization

Address

City

State

Zip

Phone Number

E-mail Address

Relationship

Name/Title

Organization

Address

City

State

Zip

Phone Number

E-mail Address

Relationship

Name/Title

Organization

Address

City

State

Zip

Phone Number

E-mail Address

Relationship