

Job Search

References Worksheet

List three people who have known you for at least one year. The best references are people in the business world who know your skills and interests. Ask permission to use their names. Do not list relatives or friends unless you have worked for them. You may also want to include what your relationship is to each reference. If your references have moved to another company, then note the company you both worked for.

1. Reference's name _____

Reference's job title _____

Business name _____

Business phone number (____) _____ Business email _____

Business address _____

Your work relationship to reference _____

2. Reference's name _____

Reference's job title _____

Business name _____

Business phone number (____) _____ Business email _____

Business address _____

Your work relationship to reference _____

3. Reference's name _____

Reference's job title _____

Business name _____

Business phone number (____) _____ Business email _____

Business address _____

Your work relationship to reference _____