

Name

Date

References

A reference is a person whom an employer can call to ask about a job applicant's personal characteristics, work habits, and abilities. When you are job hunting, you should have the names, addresses, and phone numbers of three or four people who know you well enough to be good references. When selecting references, think carefully about who would talk positively about you.

Review the following guidelines when selecting references:

- A reference should not be a friend or a relative.
- A reference could be a teacher, guidance counselor, coworker, supervisor, former employer, or community member.
- You must ask references for permission before you give their names to anyone.
- Make sure you spell your references' names and current addresses correctly.
- List the phone numbers of your references so that they can be contacted.
- A reference should be someone who has had current or recent contact with you.