

Personal References

A reference is a person who will speak well of you when contacted by an employer who is thinking of hiring you for a job. Persons used as references must be over 21 years of age and not a relative. Good references include: 1) teachers, 2) counselors, 3) former employers, 4) adult friends of the family, 5) church members or leaders, 6) coaches, 7) club advisors, and 8) adults who have jobs or own their own business.

1. Decide which people you would say positive things about you when asked by a potential employer.
2. Go to each person and ask if you may use them as a reference on you resume.
3. If they agree, ask for the: a) correct spelling of their name; b) name of the company where they work; c) job title; and d) company's address and phone number. Some reference may allow you to use their home address.

Reference #1 _____

Job Title: _____

Company Name: _____

Street Address _____

City/State/ZIP _____

Phone Number (with area code) _____

Business _____ or Home _____ Address

Reference #2 _____

Job Title: _____

Company Name: _____

Street Address _____

City/State/ZIP _____

Phone Number (with area code) _____

Business _____ or Home _____ Address

Reference #3 _____

Job Title: _____

Company Name: _____

Street Address _____

City/State/ZIP _____

Phone Number (with area code) _____

Business _____ or Home _____ Address