

References Worksheet

Name: _____

Date: _____

Step 1: Use the References Brainstorming Tree worksheet to identify the best references.

Step 2: Use this worksheet to organize necessary information about each of your references. It is OK if you need to ask your references for some of this information. You want to make sure it is up-to-date and accurate. *Remember: You will need to include this information with your resume, on the job application, and in a job interview.*

Reference #1

First and last name: _____

Their relationship to you / their title: _____

Their place of business (name of company, school, center):

_____Their full mailing address:

Their telephone number: (_____) – _____

Their email address: _____

Reference #2

First and last name: _____

Their relationship to you / their title: _____

Their place of business (name of company, school, center):

_____Their full mailing address:

Their telephone number: (_____) – _____

Their email address: _____

Reference #3**First and last name:** _____**Their relationship to you / their title:** _____**Their place of business (name of company, school, center):**

_____**Their full mailing address:**

_____**Their telephone number:** (_____) – _____**Their email address:** _____**Reference #4****First and last name:** _____**Their relationship to you / their title:** _____**Their place of business (name of company, school, center):**

_____**Their full mailing address:**

_____**Their telephone number:** (_____) – _____**Their email address:** _____