

References

On the Resume:

References: Available on Request

On a separate sheet of paper:

Include references to three people. NO RELATIVES: These references will be checked. Ask them if they will be a reference for you or let them know that they are about to be contacted.

References:

The first reference is Professional

Your Doctor, Lawyer, Case worker, Pastor, Reverend, Priest, Insurance Agent, Teacher Etc.

First and Last Name: _____

Title (Who they are to you): _____

Local Phone Number only: _____

No local street addresses or email addresses. Respect the privacy of your references!

The Second reference is Work Related:

Your Boss, Foreman, Supervisor, Former workmates etc.

First and Last Name: _____

Title (Who they are to you): _____

Local Phone Number only: _____

The Third reference is Personal:

Your Neighbor, Landlord, Creditors, Friend etc.

First and Last Name: _____

Title (Who they are to you): _____

Local Phone Number only: _____