

## 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 Example – for supervisor or manager with business address

First and last name: **Luke Samson**

Their relationship to you / their title: **My previous supervisor**

Place of business (name of company, school, center): **Home Depot**

Their present mailing address: (Optional) **001 Wade Avenue, Raleigh, NC 27608**

Their telephone number (\_\_\_\_\_) – \_\_\_\_\_

Their email address: \_\_\_\_\_

### Reference #2 Example – for co-worker – if you only have a personal address it is optional to include but you should get their permission before providing it.

First and last name: **Luke Samson**

Their relationship to you / their title: **co-worker**

Place of business (name of company, school, center): **Home Depot, 001 Wade Avenue, Raleigh, NC 27608**

Present mailing address: **if you only have a home address – do not include it** Their telephone number (\_\_\_\_\_) – \_\_\_\_\_

Their email address: \_\_\_\_\_

### Reference #3

First and last name: \_\_\_\_\_

Their relationship to you / their title: \_\_\_\_\_

Place of business (name of company, school, center): \_\_\_\_\_

\_\_\_\_\_

Their current mailing address: \_\_\_\_\_

\_\_\_\_\_

Their telephone number (\_\_\_\_\_) – \_\_\_\_\_

Their email address: \_\_\_\_\_

### Reference #4

First and last name: \_\_\_\_\_

Their relationship to you / their title: \_\_\_\_\_

Place of business (name of company, school, center): \_\_\_\_\_

\_\_\_\_\_

Their current mailing address: \_\_\_\_\_

\_\_\_\_\_

Their telephone number (\_\_\_\_\_) – \_\_\_\_\_

Their email address: \_\_\_\_\_