

Reference List

This is for your records only! Use this to keep contact information on people who can *and* will speak well of you. This should not be submitted as a reference list, but rather to take names from the list to use as references. Be sure to call your references and ask if you can use them. This ensures that they are prepared to talk positively about you. People don't like to be caught off guard!

1. Be sure to spell their names correctly, get their full address and find out (from them) what phone number they would like you to use (they might prefer to be called at home versus at work).
2. Under relationship, note how they know you. Was s/he your boss or co-worker? Did you do babysitting or lawn care for her/him?
3. And do they have a sense of specific skills you have, for example, your uncle might know you have automotive skills and be able to talk about them to a possible employer. Or maybe you're guidance counselor at school knows that you are really organized and have excellent communication skills.

Name and address	Phone number	Relationship
		Could speak positively about these skills
James Example 10 Abbott Street Greenville, MA 01301	413 555 5555 (work)	Manager at Friendly's
		communication, wait staff skills, being on time, hard working, ability to work under pressure, and work with team
Jane Example, II 12 Main Street Greenfield, MA 01301	413 555 1111 (home)	Child Care Employer
		Child care values, dependability, creativity, honesty
Joan Example, III 18 Federal Street Greenfield, MA 01301	413 555 1113 (home)	Uncle
		Automotive knowledge, dependability, ability to work hard, problem solving

