**Reference List**

Your Company Name here – Your Company Address Here - Phone: 000-000-000 - Email: [www.YourEmailAddresshere@gmail.com](http://www.YourEmailAddresshere@gmail.com)

**Professional:**

Create a list of individuals who would present you positively to a prospective employer, preferably those who can discuss your work habits. Three work-related/professional references are ideal. Your list might include: supervisors, co-workers, volunteer coordinators

Reference Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Character/Personal:**

It is also appropriate to include two character/ personal references. For example: teachers, doctors, landlord, other professionals.

Reference Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Thank Your References**

* Express your appreciation and send your references a thank-you letter or note.
* Let them know the outcome of your job application.