

CAREER ACTION 2-3

Develop a Database of Potential Job References

DIRECTIONS: Use this form to list at least three people who would recommend you to prospective employers. List more references if possible. Select people who can attest to your work-related abilities, attitudes, and skills. Always get permission to use their names as references during your job search.

Name: _____

Title and Organization: _____

Address: _____
Street City State ZIP Code

Telephone: _____
Home Work Fax

E-Mail Address: _____

How I know this reference: _____

Date permission to use as a reference received: _____

Date of reference letter on file: _____

Date of last personal contact: _____

Name: _____

Title and Organization: _____

Address: _____
Street City State ZIP Code

Telephone: _____
Home Work Fax

E-Mail Address: _____

How I know this reference: _____

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