

## DIRECTIONS FOR REFERENCES

References are persons who know you and can speak positively about your skills and personality. Examples of references may include your teachers, church leaders, employers, co-workers, coaches, club leaders, and case workers.

**Your Name** (*Put your first and last name*)

### **Name of Reference**

Title of Reference

Department or Division (if known)

Name of Company

Street Address of Company

City, State and Zip Code

Email Address (if known)

Area Code and Phone Number

*Put the first and last name of the person who is your reference*

*Put that person's job title, such as "Manager" or "Director"*

*Put the department where your reference works*

*Put the name of the company such as "Graphic Design Corporation"*

*Put the street address number*

*Put the city, state, and zip code where the company is located*

*If you know the person's email address, put it here*

*Put the area code and the phone number of the reference*