



Employment References

Employment references are people who can talk about the skills and qualifications that you have for the job you are applying for.

Ideally, employment references should be someone:

1. you have known for at least one year, preferably longer.
2. who is able to objectively discuss your strengths and the quality of your work. A past supervisor is best, but a coworker is also a good option.
3. who is not related to you.
4. you have worked with in a professional setting, whether it was paid work or volunteering.
5. who will say good things about your work skills and qualifications.

Examples of people you can use for references are former job supervisors, coworkers, career counselors, and volunteer leaders. Only use people you have a good relationship with. Let people know in advance that you would like to use them as a reference so they can be prepared for calls from your potential employers. Most people will be happy to be a reference for you, so don't feel like it will bother them if you ask.

Thinking about the above criteria, think of at least three references you can use when applying for jobs. Write down their name, relationship to you, phone number and email, and years known. You can use this sheet to refer back to when applying for jobs.

NAME	RELATIONSHIP	PHONE NUMBER	EMAIL ADDRESS	YEARS KNOWN
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USE THE SHARE BUTTON ON THE RIGHT TO E-MAIL YOUR ANSWERS TO YOUR TEACHER OR CAREER COUNSELOR.

SHARE

