

Three Personal References

A reference is an adult who say good things about you when contacted by an employer who is thinking about hiring you. Persons used as references must be over **21 years of age, not a relative, and have a job.** References include: 1) teachers, 2) counselors, 3) former employers, 4) family friends, 5) church leaders, 6) coaches, 7) club advisors, 8) adult who owns business.

FIRST: Decide who would say positive things about you when asked by an employer. **SECOND:** Go to each person and ask if you may use them as a reference on your resume. **THIRD:** If they agree to be your reference, ask for: a) correct spelling of their name; b) name of company where they work; c) job title; d) company's address and phone number. A references may allow you to use their home address.



Reference #1: _____

Job title: _____

Company name: _____

Street number and name: _____

Is this the reference's business address or home address? _____

City/state/zip: _____

Phone number (with area code): _____

Reference #2: _____

Job title: _____

Company name: _____

Street number and name: _____

Is this the reference's business address or home address? _____

City/state/zip: _____

Phone number (with area code): _____

Reference #3: _____

Job title: _____

Company name: _____

Street number and name: _____

Is this the reference's business address or home address? _____

City/state/zip: _____

Phone number (with area code): _____

Personal References for

Melissa Jones
3456 Walnut Drive
Careerville, NY 99000
Phone: (555) 522-0000

Joyce A. Bailey, Counselor at Valley High School, 244 East School Lane, Careerville, NY 99001. Phone: (555) 534-0123

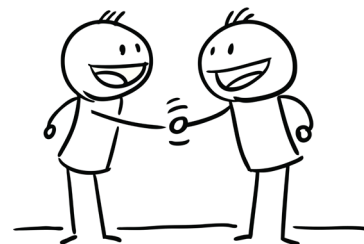
Mr. Robert Burns, Sales Representative at Computers-R-Us, 244 East Business Avenue, Careerville, NY 99001. Phone: (555) 534-9877

Mrs. Janet Young (Restaurant Manager), 989 Golden Oak Drive, Careerville, NY 99001. Phone (555) 535-7676

2 capital
letters
for state —
no period

Job title in parenthesis when
home address is used —
comma after parenthesis

- 1) Place the job title **in parenthesis** when you use a reference's home address. **Follow the parenthesis with a comma.** Follow the comma with one space.
- 2) Use 2 capital letters for your state's 2-letter abbreviation with **no period**.
For example: CA for California, NY for New York, AZ for Arizona.
- 3) Use one space between the state's 2-letter abbreviation and the zip code.
- 4) Place a period after the reference's zip code and before "Phone."
Place one space after "Phone."
- 5) **References must be over 21 years old, have a job, cannot be a relative.**



QUICK CHECK:

1. Who is a reference?
2. a) How old must a reference be? b) Why do you think references must be this age or older?
3. In your opinion, why must a reference: a) Not be a relative? b) Have a job?
4. List 5 people that make good references.
- 5.. In your opinion, why must you ask a person for permission to use their name as a reference?
6. In your opinion, why do you need to make sure you have the correct spelling of the person's name, correct job title, and correct address, and correct phone number?
7. Think of 3 references for you! For each reference, write down the information needed on the first page of this lesson. Use a piece of notebook paper — or ask your teacher if you may write on the blank lines of this lesson.
8. When you use a reference's home address, in what do you place his or her job title?
9. How many spaces follow a comma?
10. a) Do you use capital letters or lowercase letters for the state abbreviation? b) Do you place a period after the state abbreviation?
11. How many spaces between the 2-letter state abbreviation and zip code?
12. a) On a personal references sheet, what do you place after the zip code and before "Phone"?
13. a) Do you think that employers actually contact the personal references listed on applications and resumes? b) Give a reason for your answer.
14. a) If you were an employer, would you call job applicants' references? b) Explain your answer.