**Professional References Information Sheet**

A *reference* is a person who agrees to recommend you to a potential employer. References are extremely important since they help the employer make a final hiring decision, so select them carefully. People who act as references should know something about your skills, personality, experience, and education.

**Appropriate references include:**

* teachers
* principals
* coaches (in school or out of school)
* volunteer personnel
* previous employers

**Things to Remember:**

* Select two or three people who can act as references for you.  *Do not use family or friends.*
* You must get each reference's permission first. Let the person know your plans.
* Obtain the correct spelling of your references' names and job titles, and make sure that you have their correct addresses, including email and telephone and fax numbers.
* List your references on a separate page with your personal letterhead (the same as on your resume - name, address, telephone number, etc.) at the top of the page.

**Reference Page Template.**

* When you go to a job interview, take your Reference Page with you
* Letters of reference may be submitted with your resume *only* if requested by the potential employer.