

References Worksheet

Use this worksheet to keep track of reference contacts, both professional and personal, you can share with prospective employers. Update this list as necessary, and make sure you have received permission from your contacts to include them in such a list.

PROFESSIONAL REFERENCES

Name:	Title:
Company:	
Company Address:	
Work Phone:	Email:
Relationship to You:	
Skills/Projects/Qualifications of yours that this reference might discuss:	

Name:	Title:
Company:	
Company Address:	
Work Phone:	Email:
Relationship to You:	
Skills/Projects/Qualifications of yours that this reference might discuss:	

Name:	Title:
Company:	
Company Address:	
Work Phone:	Email:
Relationship to You:	
Skills/Projects/Qualifications of yours that this reference might discuss:	

Name:	Title:
Company:	
Company Address:	
Work Phone:	Email:
Relationship to You:	
Skills/Projects/Qualifications of yours that this reference might discuss:	

PERSONAL REFERENCES

Name:	Relationship to You:
Address:	
Home Phone:	Email:
Skills/Projects/Qualifications of yours that this reference might discuss:	

Name:	Relationship to You:
Address:	
Home Phone:	Email:
Skills/Projects/Qualifications of yours that this reference might discuss:	

Name:	Relationship to You:
Address:	
Home Phone:	Email:
Skills/Projects/Qualifications of yours that this reference might discuss:	