

References List

Create a list of references for use when filling out job applications, in job interviews or to submit along with your resume.

Develop a list of 5 – 7 individuals that know you well and can speak about your character, work ethic, and personality. It is a good idea to use people from different areas of your life. Examples of good references are teachers, ministers/pastors, employers, and family friends. Do not use relatives!

Use the following format: (you must include the person’s name, title or company, address, & phone number. Provide email, if available)

John Smith
 ABC Company/Organization
 123 Main Street
 Jasper, GA 30143
 706-253-5555
jsmith@email.com

If you use a teacher, you may use their school contact information.

Scoring Rubric

	1	2	3	4	5
Correct # of References	Only provided 1 reference.	Provided 2 references.	Provided 3 references.	Provided 4 references.	Provided 5 or more references.
Titles or Organizations	Reference 1 included a title or organization.	Reference 2 included a title or organization.	Reference 3 included a title or organization.	Reference 4 included a title or organization.	Reference 5 included a title or organization.
Addresses	Reference 1 included an address.	Reference 2 included an address.	Reference 3 included an address.	Reference 4 included an address.	Reference 5 included an address.
Phone Numbers	Reference 1 included a phone number.	Reference 2 included a phone number.	Reference 3 included a phone number.	Reference 4 included a phone number.	Reference 5 included a phone number.
Email Addresses (Bonus)	Reference 1 included an email address.	Reference 2 included an email address.	Reference 3 included an email address.	Reference 4 included an email address.	Reference 5 included an email address.
Total Points					
	Total Score				___ out of 20