

## **DIRECTIONS FOR REFERENCES**

References are persons who know you and can speak positively about your skills and personality. Examples of references may include your teachers, church leaders, employers, co-workers, coaches, club leaders, and case workers.

**Your Name***(Put your first and last name)*

### **Name of Reference**

*(Put the first and last name of the person who is your reference)*

Title of Reference

*(Put that person's job title, such as "Manager" or "Director")*

Department or Division (if known)

*(Put the department where your reference works)*

Name of Company

*(Put the name of the company such as "Graphic Design Corporation")*

Street Address of Company

*(Put the street address number)*

City, State and Zip Code

*(Put the city, state, and zip code where the company is located)*

Email Address (if known)

*(If you know the person's email address, put it here)*

Area Code and Phone Number

*(Put the area code and the phone number of the reference)*

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