

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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