

# Making a List of References

## for the First Time

### ➔ WHO COULD BE A REFERENCE?

Many people can be references, even for those without much work experience.

POSITION	POSSIBLE NAMES
School	• •
Community	• •
Extra-Curricular Activities	• •
Past Employers	• •

### ➔ WHAT WOULD A REFERENCE THINK OF YOU?

Employers are looking to hire people who are intelligent, co-operative, punctual, diligent, and motivated. Before asking someone to be your reference, assess yourself. References must be able to honestly speak about these qualities.

POTENTIAL REFERENCE	HOW DO THEY KNOW YOU?	WHAT WOULD THEY SAY ABOUT YOU?	HOW CAN YOU IMPROVE YOUR IMPRESSION?
Name:	•	•	•
Title:	•	•	•
Name:	•	•	•
Title:	•	•	•
Name:	•	•	•
Title:	•	•	•

### ➔ BE SPECIFIC

Different references suit different job opportunities. It is best to collate a list of many people who can supplement your applications for various positions. Since each position requires specific skills, some references are more relevant than others. Also, this prevents you from exposing your references.

JOB OPENING	CRITICAL QUALIFICATIONS	REFERENCES WHO CAN VOUCH FOR YOUR SKILLS AND EXPERIENCES
	•	•
	•	•
	•	•
	•	•

by **Coach Brock Bourgase**

Email: [coach@bourgase.com](mailto:coach@bourgase.com) • Website: [www.bourgase.com](http://www.bourgase.com)