

References Page

A one page list of three to five references will be a great companion document to your [Work Flyer](#).

- This optional document can be created very simply.
- Before listing them, contact your references personally and ask them for permission to do so.

Hello Mr. Orange, this is Will Schmidt. I am about to start looking for a part-time job and I am calling to ask if I could list you as one of my personal references?

- Also ask your references if they have any reservations about recommending you for an entry-level position, and address those issues if necessary.
- Do not automatically hand out your references with your work flyer. Make this separate document available upon request, to keep paper shuffling to a minimum.
- If you need to use a second page, consider printing this document on the front and back of one single page.

*Sample Reference Page:
Hand out with your Work Flyer
"upon request"*

Will Schmidt
309 Long Road
Anywhere, US 78624
830 644-0000
will@supermail.com

REFERENCES

Mr. Bill Orange
Family Friend
Orange Plumbing
Anywhere, US
830 644-000W
bill@orangeplumbing.com

- Bill has known me all my life; friend of my father's since college.

Ms. Mary Fox
Neighbor
Anywhere, US
830 644-000X
maryfox@aol.com

- I have done house and pet sitting for Ms. Fox periodically for two years.

Mr. Arturo Toscano
Violin Teacher
Anywhere, US
830 644-000Y
art@violincello.com

- My violin teacher since fifth grade, he can comment on my work ethic and dedication.

Karl Schmidt
My Uncle
Anywhere, US
830 644-000Z
karl@statepark.com

- My uncle, a park ranger, with whom I fish and go camping; he can vouch for how I treat people, things and animals.