**Resume Unit - References**

**Assignment:**

Your first assignment will be to compile three non-biased references. A reference is a person who can attest to your job skills and qualifications. This should be someone who is non-biased and who will truthfully vouch for you based upon your work performance. At the same time, this should be someone you know and trust to give you a positive reference.

You MUST ask the person **verbally** if you may use them as a reference. Do not text or email!!! If they hesitate when you ask them, you should ask someone else. I am calling all references so if you did not ask them, you will get a zero on the entire assignment. It is your responsibility to make sure you have complete, correct information. If I get a wrong number, you get a zero as well.

Only **one** of those references may be an “educational” reference, otherwise they must be any combination of the following:

**Professional:** This is a reference from someone in the “professional arena” who can vouch for your qualifications. This reference is typically from a former or current employer, colleague, client, vendor or supervisor. If you haven’t held a paying job yet, you may ask someone who has supervised a volunteer experience for you.

**Non-Professional or Personal:** This is someone you may have worked for, but not on a professional basis. It is someone who can attest to your character. For example, someone you babysat for or a neighbor you have helped with yard work, etc.

**Educational:** This is someone from the “educational arena”: coach, teacher, etc.

**FOLLOW THIS FORMAT!!!**

* **Typed:** **change spacing before you start typing to NO SPACING!!!**
* **1” Margins**
* **Align text to the left or center**
* **Center your name, address and email address on the top**
* **Center title (reference), below your name…you can put a line in between**

**You need the following information from each reference:**

1. **The proper spelling of their name, including: Mr., Mrs., Ms., Miss**
2. **Their title or position (if appropriate)**
3. **The name of the business (if appropriate)**
4. **Proper address…spell out everything (Avenue, East, etc.)**
5. **Phone number, including area code. Use a landline first. If professional, use work number (extension); non-professional use home phone; educational, use school phone.**

**You should know your reference for at least a year.**

**DO NOT USE RELATIVES!**

**References Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**