# References Preparation Worksheet

**Reference One**

First and last name of the reference

Title of Position they hold

Employer or organization name

Employer or organization address

Employer or organization phone number where your reference can be reached

Employer or organization email where your reference can be reached

A one to two sentence description of how your relationship with your reference

**Reference Two**

First and last name of the reference

Title of Position they hold

Employer or organization name

Employer or organization address

Employer or organization phone number where your reference can be reached

Employer or organization email where your reference can be reached

A one to two sentence description of how your relationship with your reference

**Reference Three**

First and last name of the reference

Title of Position they hold

Employer or organization name

Employer or organization address

Employer or organization phone number where your reference can be reached

Employer or organization email where your reference can be reached

A one to two sentence description of how your relationship with your reference