



Community  
Employment  
Services

# REFERENCE WRITING GUIDE

## REFERENCES

The purpose of the reference page is to provide information to the employer so they may gain some knowledge of your previous work history.

## TIPS

1. Think of 3 strong references.
2. Separate your references into personal and professional.
  - a. Personal:
    - i. Family friend
    - ii. Teacher
    - iii. Sports coach
  - b. Professional:
    - i. Employer
    - ii. Volunteer supervisor
3. It is important to contact your references to ask for their permission and cooperation. Be sure to inform your reference each time you have an interview so they are aware they might be contacted.
4. Ensure that your references will say only positive things about you and your abilities. Ask them if they would be comfortable providing you a positive reference.
5. When you leave an employment or volunteer position ask for a letter of reference.
6. Include a relation for each reference provided (e.g. Current Manager, Previous Co-Worker, Supervisor, Professor, Character Reference, etc.).

The information on your reference page should be formatted as follows:

Mr. /Ms. /Mrs. First Name Last Name  
Position Title  
Company Name  
City, Province  
Phone Number  
Email  
Relation

# SAMPLE REFERENCE PAGE

## **YOUR NAME**

Address  
City, Province Postal Code  
Telephone  
Email

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## **REFERENCES**

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Mr. /Ms. /Mrs. First Name Last Name  
Position Title  
Company Name  
City, Province  
Phone Number  
Email  
Relation

Mr. /Ms. /Mrs. First Name Last Name  
Position Title  
Company Name  
City, Province  
Phone Number  
Email  
Relation

Mr. /Ms. /Mrs. First Name Last Name  
Position Title  
Company Name  
City, Province  
Phone Number  
Email  
Relation