

Name: _____

Period: _____

Office Aide
Reference Worksheet

A reference is a person who vouches for you. You provide their contact information on your resume so they may attest to your character, skills and work performance.

Please provide three potential references:

Name:

Phone number:

Email address:

Relationship to you:

Name:

Phone number:

Email address:

Relationship to you:

Name:

Phone number:

Email address:

Relationship to you: