

References

A Product of the
Geneseo Migrant Center
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Mt. Morris, NY 14510

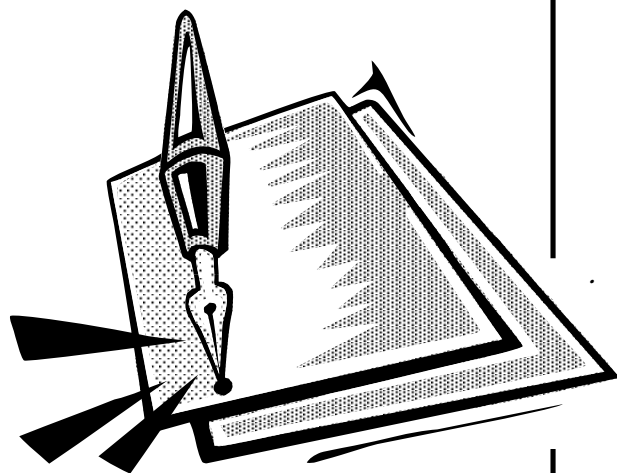
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Early in your job search you will want to identify people who are willing to speak well about you and/or your work. These people are called references. When you apply for a job you will be asked for references. Usually you will need 2-3 people.

You need to choose people who have a responsible position. You might choose your former boss or migrant education staff. It is best NOT to choose a friend or relative. You will need this information about your references.

- name
- position/title
- address
- telephone number
- how long they've known you



You **SHOULD** ask the people you choose for permission to use their names. This gives the people time to think about you. You may ask your references to write a letter about you. You can carry the letter with you when you look for a job. People that say good things about you can be a powerful help in getting a job. Whom can you choose?

Make a list of the people you might ask to be your references:

- Name _____ position/title _____
address _____

telephone _____
how long known _____
- Name _____ position/title _____
address _____

telephone _____
how long known _____
- Name _____ position/title _____
address _____

telephone _____
how long known _____

