

My References

Giving references is an important part of an application. You must give references on job, volunteer, credit and sometimes rental applications.

A **reference** is a person that can say good things about you and your skills. A reference can be a supervisor, coworker or teacher. Family members cannot be references.

Reading Practice

June 19, 2013

To Whom It May Concern:

This is a reference for Sam Flint. I have been Sam's teacher for 3 years. Sam is responsible. He is always on time to class. He is respectful of others and works well in a team. Sam is a hard worker. He never misses class and he always completes homework.

Sam will be a great customer service representative. He is bilingual and interacts very well with people from varying cultures and backgrounds.

Please call me at 608-244-3911 if you have further questions.

Sincerely,

Pam Slim

1. Who is the reference for?
2. Who is giving the reference?
3. What qualities does Sam have?
4. What skills does Sam have?
5. Why is Sam a good applicant to be a customer service representative?
6. Is this a good reference? Why or why not?



When you fill out an application, you will need to write 2 or 3 references. You will need to write:

- **Name of the reference**
- **Address**
- **Phone number**
- **Email address**
- **Relationship** (supervisor, coworker, teacher)
- **Length of Acquaintance** (How long have you known the reference?)

Writing Practice

Think about your possible references.

Reference

Name: _____

Address: _____

Phone: _____

Email: _____

How do you know the reference? _____

How long have you known the reference? _____

Reference

Name: _____

Address: _____

Phone: _____

Email: _____

How do you know the reference? _____

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Reference

Name: _____

Address: _____

Phone: _____

Email: _____

How do you know the reference? _____

How long have you known the reference? _____



Remember, you must always ask a person to be your reference **before** you fill out an application.

Speaking Practice

Practice with the following dialog.

Sam: Hi Pam. I have a favor to ask.

Pam: Sure. What do you need?

Sam: I am applying for a job as a customer service representative at the hospital. Can I please list you as a reference?

Pam: Definitely! What information do you need?

Sam: I need to list your full name, address, phone number and email address. Thank you very much. I really appreciate your help. I will let you know how it goes!

Think about the three references you listed. What will you say to them? Write your ideas.

Now, practice saying it to another student or tutor.

