

Reference List Template

Most employers will ask for 2–3 references, ideally people who have directly supervised or managed your work. Fill in the details below and keep this saved somewhere so it's ready to attach or share when your future employer asks for it.

Before You List Someone

- Always ask permission before giving someone's details as a reference.
- Let them know what role you're applying for, so they're prepared if contacted.
- Choose people who can speak directly to your work - supervisors, managers or team leads are best.
- Make sure contact details are current and double-check spelling of names and job titles. It's also a good idea to provide a phone number and email address where possible

Your References

Reference 1

Name:

Job Title:

Company:

Relationship to you (e.g. manager, supervisor, team lead):

Phone Number:

Email Address:

Reference 2

Name:

Job Title:

Company:

Relationship to you (e.g. manager, supervisor, team lead):

Phone Number:

Email Address:

Reference 3

Name:

Job Title:

Company:

Relationship to you (e.g. manager, supervisor, team lead):

Phone Number:

Email Address:

Quick Tip

If you're early in your career and don't have many work references, consider a teacher, coach, volunteer coordinator, or someone you've worked with in a community or sporting context. Think of anyone who can speak to your reliability and character.