**CAREER ACTION WORKSHEET**

7-2 Create Your Reference List ➁

Review your network and identify the following possible references who you think  
would be able to vouch for you, professionally or personally:

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship | Name | Phone Number Email Address | Agreed? |
| Former Managers | Julia Quandt | 608-788-0100  [jquandt@badgerlax.com](mailto:jquandt@badgerlax.com) | Yes |
|  |  |  |  |
| Former Coworkers | Alicia-Lee Vue | 608-738-3766  Aleesh92@live.com | Yes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Instructors and Other Academic Mentors | Pam Vaver | 715-232-2568  vaverp@uwstout.edu | Yes |
|  |  |  |  |
|  |  |  |  |
| Organization Presidents or Leaders (Volunteer, School, etc.) | Karol Fox | kjfox@gundersenhealth.org | Yes |
|  |  |  |  |
|  |  |  |  |

Reach out to these references with an email or phone call and ask if they would agree to  
be a reference as you continue your job search. This conversation is a good time to bring  
them up to date on what you’re doing and catch up on their activities as well.

Add your completed work to the “About Jobs” section of your Career Builder Files.