



REFERENCES

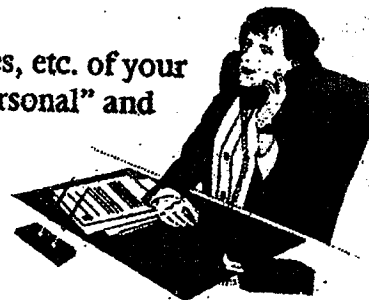
Employers will ask for your "References" because they want to learn more about you to determine if you would be successful in the position for which you have applied.

PROFESSIONAL REFERENCES: are usually people you have "worked" for (supervisors, teachers, coaches, co-workers, the adults whose children you babysat, etc.). Employers will be asking your Professional References about your work habits, teamwork, attendance, ethics, attitude, etc.

PERSONAL REFERENCES: are usually people you have known for at least one year, but have not necessarily "worked" for them (next door neighbor, clergy, etc.). Employers will ask your Personal References about your character, honesty, dependability, etc.

CHOOSING YOUR "REFERENCES"

- Ask at least 3 adults (who are NOT related to you) if they would consider being a Professional Reference for you.
- Ask at least 3 adults (who are NOT related to you) if they would consider being a Personal Reference for you.
- For those who agree, write down their correctly spelled name, title, address, phone number, and email address.
- Ask if they would like to write a letter about you that you could give to employers.
- Thank each of your references, either in a letter or in person. Provide each of them with a copy of your resume.
- Type up a "Reference List" with all the names, addresses, etc. of your references. 4-8 adults is plenty, but try to have both "Personal" and "Professional" References on your list.



HUMAN CAPITAL

- Human Capital: The health, education, training, and skills potential workers bring to the marketplace.
- Benefits in the future: Like all forms of capital, human capital is attained by people who spend resources now in order to raise productivity in the future.
- Education: People who have more education are likely to have greater abilities than others to read, do math, and solve problems. As a result, they are likely to produce more than people with less education.
- Training: People with more training, often obtained on the job, are likely to produce more than those with less training.
- Health: People who have better health are less likely to miss work and usually are able to produce more than people in poor health.