

GUIDE TO SELECTING & PROVIDING REFERENCES

Including references on your resume is no longer an industry standard and “References available upon request” is less than desired. When you begin your job search, it is advised to have a reference list available before you begin to apply.

A reference list is a list of people who can confirm your skills and qualifications based on their previous experience or interactions with you. Employers contact them at some point during the interview process to help confirm if you are a good fit for the job.

Ideal references are people with whom you've had a professional relationship with. Examples include supervisors, co-workers, professors, classmates or others who can focus on your skills set.

Use the following tips when deciding who to select for your reference list:

- Consider the context in which the referring person knows you. Will the person you're asking be able to speak to the quality of your work, the responsibilities you held and your career accomplishments?
- Select previous supervisors, clients, people who you've managed. Do not select friends or relatives.
- Choose people whom are capable of speaking to different aspects of your abilities and skills. Also, choose references based on how well the person knows you, not the reference's job title. For example, having a CTO of a company be your reference means nothing if the CTO doesn't know you as well as your immediate supervisor.
- Select someone who is well spoken.
- Provide the selected person with information about your career search.
 - The type of position you're pursuing
 - Why you're a good fit
 - A copy of your resume
- Select three (3) to four (4) solid references.
 - List strongest persons first
- If you are connected to them on LinkedIn, take this opportunity and ask them to write a recommendation there also.

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Message verbiage:

Hello [insert name],

I hope this email finds you well. I am currently entering the job search market, and am writing to inquire if you would be available to serve as a reference for me. If you agree, would you please provide me your most recent email, telephone number, job title and the company you work for. To assist you, I am happy to forward you more specifics about the positions I am interested in and how each could be a great opportunity in my career development.

If you have any questions, please let me know. Thank you in advance for your help.

Sincerely,

[Your name]

When providing references use the following format:

Name

Job Title

Company Name

Email

Phone Number

Relationship

Example:

Arnold Palmer, MBA

VP of Sales

Amazon.com, Inc.

apalmer@amazon.com

774-347-2853

Previous Supervisor