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# REFERENCES

# References

- Employers will want an objective second opinion before offering you a job
- Your references should provide a potential employer with background information related to your skills (hard & soft)
- It is important to have a list of good references to provide to an employer...

You want to get the most from your references based on who you ask, how they know you, and what they know about the position you are applying for!

# Who can be my Reference?

- ✓ Professional References (comment on your work ability)
- ✓ Character References (comment on personal attributes)
  - Work experience – managers, supervisors, team leader
  - Volunteer experience – i.e. smile program
  - Academic – professors, teachers, etc.
  - Community – sports or team coaches, mentors, etc.
  - Association members

# Tips for References

- Given upon request from a potential employer you met with for a job interview
- Have 3 references available at the interview
- Heading can follow the same format as your resume
- Include name, company, position, contact info
- Never include the list of references ON the resume

## **\* REMEMBER...**

- Get approval to use these people as references BEFORE you give out their contact info
- Give your references some information about the job you are applying for so they can talk you up on all the right areas
- Ask the reference what kind of reference he/she will be giving... make sure it's **positive!!!**

## REFERENCES (format)

Name of reference

Title/Position

Company

Phone Number

Email address

Relationship: ie. Previous Supervisor

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