



## References Tips

- Most employers want three. DO NOT use your current boss UNLESS they know you are looking for another job.
- Good examples are: supervisors, co-workers, customers, teachers.
- ALWAYS ask if you can use them. This way they are not caught off guard.
- Don't list references on your resume.

### References might be asked:

- What were their duties/responsibilities?
- What were their most significant accomplishments?
- Did they receive promotions or awards?
- How was their attitude and energy level?
- How did they get along with their co-workers and managers?
- What are their strengths, and what do they need to improve on?
- Would you hire/ re-hire them?

- When applicable ask them to write a letter of recommendation for you
- Remember to give them adequate time to write the letter and gently suggest a completion date
- Consider adding a reference section to your professional website
- Write your references a thank you note shortly after and be sure to stay in touch and share job successes!

Send your references a copy of your resume and the job description. This will help them write/give a good recommendation based on the job you are applying for.