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.

When applicable ask them to write a litter 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.