Choosing the Best Job References

- Think strategically when selecting your references
  Identify people who:
  Know you and your accomplishments
  Understand your strengths and abilities
  Will say positive things about you
  Are aware of your career goals

Choose people from more than one category
- Supervisor
- Co-worker
- Internships
- Volunteer work
- Professors/coaches
- Business acquaintances

Ideally you should have three to five names on your list

- Contact people in advance and make sure they agree to be a reference for you!

- Confirm the correct information for each one of your references:
  - Full name
  - Current job title
  - School or business name
  - Contact information
    - Office phone number
    - Email address
    - Cell phone number

- Always list your references on a separate page from your resume

- Make sure to keep your references informed of your job search status
  - Provide them with a copy of your resume
  - Let them know which positions you are applying for

- Inform your references when you’ve been hired
  - Don’t assume your references have all been contacted
  - Not all employers contact references, even when they’ve requested them
  - Some employers only contact one or two people

- Be sure to thank every person you used as a reference
  - Thank them even if they were not contacted
  - You may need them again some day!