



## Tips on Using References

- Know in advance who you would like to use and **ask their permission**. When you ask, make it easy by providing them a description of the job you're applying for.
- Send your resume to *your references* in advance, if possible, to remind them of your skills, experience, and aptitudes. You may also send relevant projects or a portfolio, as they might be helpful for your references.
- If and when they are requested, provide three to five references, unless employer states otherwise.
- List references on a sheet of paper separate from your resume.
- The best references are people in positions of authority who have direct knowledge of work or study habits. This usually includes your immediate superiors in your last two or three jobs/internships/volunteer positions or professors in subjects related to your field of career interest. Try not to use only academic references, however.
- Avoid using friends/peers as references; employers view them as unreliable sources of information.
- Don't give out your references' telephone numbers or personal address without explicit permission.
- Tailor your reference to the particular job you're applying for.
- Rotate you references, and communicate often with them. If your job search takes a long time, you don't want them to be contacted too frequently.
- Send a thank you note to your references and be sure to follow up to let them know the outcome. Showing appreciation will help you maintain a good relationship with your network.

For formatting: A reference listing has the name, current title and place of employment, current business address, and current daytime telephone of your endorser. If your connection to this reference is not obvious, then state it in parentheses.

**Example:**

**Reference for Joe Cool**

Wanda Jones  
House Manager, Hotels-R-Us  
(formerly House Manager, Motel 5, when I was a front desk clerk there)  
123 Riverside Drive  
Wherever, CA 90000  
(000) 111-5555  
wandajones2@gmail.com