

References

Employers will often ask for references at some point in the interview process, so job applicants should be prepared with a list of references that are willing to talk about your skills and abilities. Employers may call references at the beginning of the interview process or may wait until you are being considered as the final candidate until they contact references.

Who should be a reference?

Choose individuals that know you well, but avoid using family members as references. **Supervisors, coworkers, and instructors** are all great examples of professional contacts. Select references that can speak to your abilities in the work place or academic background that would make you a good candidate for the position.

Asking someone to be your reference

1. Always ask permission for someone to be your reference.
2. When you ask them to be your reference, ask for their updated contact information that you can use to provide to employers.
3. When the individual agrees to be a reference for you, send them a copy of your resume and let them know what types of positions you are applying for.
4. When you provide an employer with your reference's information, let the reference know the position for which you applied. Send them the job description.

Creating a references page

A reference page should have the same heading with your name and contact information as you have on your resume and cover letter. 'References' should also be centered as a heading at the top of the reference page. Provide the following information for each reference:

- First and last name
- Current title
- Organization name
- Business mailing address
- Phone number
- Email address

You may also be asked to provide the following information:

- Relationship (supervisor, colleague, etc.)
- Length of relationship