

How to ask for and provide

REFERENCES



Who to Ask

- Any past or present employers, co-workers, instructors, or acquaintances can serve as excellent references.
- Individuals who can speak positively to your work ethic, skills, knowledge/expertise, character, and ability to learn should be considered.
- Vary your references to include those who can attest to different aspects of who you are or how you work – you don't want them all to say the exact same thing!

How to Ask

- When possible, ask your reference in person. Otherwise, give them a call.
- Ask the individual if they can provide you with a positive reference and explain why you are choosing them.
- Let your reference know what job you are applying for every time you apply for a position for which you're planning to use them as a reference. Consider providing them with the link to the job description and your resume. This gives them context as to which of your skills or attributes they should speak to.

What to Include

Reference's Information

Be sure to include your reference's

- Name
- Title
- Company or Organization
- Mailing Address
- Preferred Contact Number
- Email
- Relationship to You
- Number of Years Known

Relationship with the Reference

This gives the employer context to the relevance of your reference. Explain how you have worked with your reference. Indicate the significance of your relationship.

Number of Years Known

This allows employer to understand how fresh your relationships are. Ideally, references should vary in number of years known. This indicates that you have been able to form relationships throughout your career.

Giving References to the Employer

- ✓ Create a document separate from your resume and cover letter for your references.
- ✓ Do not submit your references with your resume and cover letter unless prompted to do so.
- ✓ Bring a copy of your references to your interview. Upon completion, ask your employer if they would like a copy of your references.

Following Up

- ✓ Let your references know when each job search concludes. They will want to know when to stop expecting communication from the employer.
- ✓ Let your references know the outcome. They will want to know if you got the job!
- ✓ Be sure to express your gratitude once more by sending a card or email, calling them on the phone, or by letting them know in person.

John M. Smith

(111) 222-3333 444 School Street
John_Smith@Yahoo.com Indiana, PA 15701

**This is a sample header. Use the same header that is on your resume and cover letter*

Example Format

REFERENCES

Name
Title
Company or Organization
Street Address
City, State, Zip Code
Phone Number (office or cell)
Email
Relationship and years known

Dr. John Smith
Associate Professor of History
Indiana University of Pennsylvania (IUP)
Keith Hall 203
Indiana, PA 15705
Cell: (724) 357-0000
jsmith@iup.edu

Dr. Smith has been my faculty advisor for the past three years. I was a student in their American History I and American History II courses. We have had monthly meetings to discuss my academic and career goals since I began studying at IUP.

Jill Doe
Career Services Coordinator
Career Services
Finger Lakes Community College (FLCC)
3325 Marvin Sands Drive
Canandaigua, NY 14424
Office: (444) 555-6666
Doe@flcc.edu

Ms. Doe was my supervisor while I was an intern at Career Services at the College at Brockport State University of New York in 2017. We met weekly for trainings on resumes, assessment tools, and general career related topics. We had met prior to my internship experience while serving together on a search committee in June 2016.