

REFERENCES

References for Jobs

Be ready to provide the potential employer with at least **three professional** references (supervisors, co-workers and/or professors).

Make sure you ask permission from the person you are seeking a reference.

Make sure they can speak **positively** of your work experiences and skills.

Provide the reference with your resume, cover letter and a copy of the job description once you release their names. Why? So they have a better understanding of your skills and what you are applying for.

You may need:

1. Your Identifying Information (as it appears on your resume).
2. Name of Reference
3. Their Job Title
4. Reference's Address, Phone Number and email.
5. Your past or present relationship to the person (optional).
6. Keep the font, style and format consistent with your resume and cover letter.

S A M P L E

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