



## References

### *What are they?*

A reference is someone who can verify the information you have provided in your resume and can provide information about your character. If you are new to the workforce, they can be personal references: former teacher/professor, acquaintance, coach, etc.; or if you are using past work references, they can be former bosses, clients, managers, supervisors, etc. References are people you know and trust, and who know you well enough to give positive feedback about you. References are typically contacted once you have passed the initial interview process.

### *Why use them?*

- They give an accurate depiction of your capabilities as an employee.
- They validate that what you have put on your resume is true.
- Used as a supplement to an interview.

### *TIPS*

- Start keeping track of your professional relationships now as you never know when you might need to call upon them in the future.
- Offer to be a professional reference for others; they will likely in turn offer to be your reference.
- LinkedIn is perfect for keeping track of who you have worked with or went to school with.
- You must first call your contact and get their permission before you start using them as a reference.
- When you talk to them about being your reference, use this time to double check you still have all the correct contact information.
- Only include the best possible contact information. For example, if they never use email but always answer their phone then just put a phone number and vice versa.
- References can be used even if they no longer work at the company you had worked with them at.
- References should be reserved for those whom you have worked or volunteered with. It is not recommended to use personal references at all unless asked for by the employer.
- Have references available in case an employer asks for them. Do not provide them without them asking first.