



CHOOSING REFERENCES

In the course of your life, you will encounter many people in different settings. Some of these people will be bosses, coworkers, peers, teachers and others that will learn much about your professional skills, academic skills, and interpersonal skills over the course of time. But when you are applying to jobs or to schools, how do you know which of these people would be a good reference? Follow the guidelines below to help you find references that can speak to your strengths and abilities.

- Consider a combination of current and former bosses, peers/coworkers, teachers and/or customers who can speak to your strengths and skills.
- Choose someone who will respond to emails or phone calls within 24-48 hours.
- Explain to your references why this job is important to you, and what skills make you a good candidate for the job.
- Provide your references with a resume so they have an updated and holistic view of you.
- Do not include family members as references.
- You might think of a great reference but you have to ASK before you list them!
- Give them a heads up or an estimate of when you think they will be contacted by the potential employer.
- Information you should provide about your references:
 - Reference's name
 - Job Title, Company Name
 - How you know them
 - Contact information (phone numbers, email addresses)