

GRADUATING STUDENT

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REFERENCES

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General Tips –

- Make sure to ASK your references if they can give you a good recommendation before listing them on your references page
- Once you have asked a reference for a recommendation, let them know the **specific** type of job you are seeking. Ask them to let you know if they hear of something. You never know who may come across a job opening that might interest you
- If the job posting instructs you to list a certain number of references, list that exact number, otherwise, you will typically provide 3 – 5
- Don't use family members as references
- List your most relevant references first
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Periodically stay in touch with your references and update them on your job search. Let them know when you have interviewed so they can be prepared for a reference call.



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