



+ REFERENCES

Follow these steps to obtain references that will help you to secure a job!!

What is a reference?

A reference is someone who can speak to your professional abilities and skills. Employers use references to confirm information about potential candidates.



+ WHAT TO DO

Nothing is worse than someone being blind-sighted from an employer calling for a reference

1

Do NOT include someone unless you are on good terms with them.

2

Contact each reference & formally ask for their permission to be a reference.

3

Collect from your references their PHONE #, EMAIL, & ADDRESS.

4

Have a variety of references. A supervisor, teacher, and co-worker is a good variety.

Professional Reference

Someone who you have worked closely with who can vouch for your qualifications.

Teacher
Supervisor
Co-worker

ENCOURAGED

Personal Reference

Also known as a character reference. This typically is someone who you know closely but have not professionally worked with.

Close Friend
Teammate
Family Friend

+ BONUS MOVES



Ask your references to write a letter of recommendation. Take the letters with you to an interview.



Ask your references to write a recommendation on your LinkedIn.

When applying online, applications typically ask for 3 references



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