

## **References: What are they and why do I need to have good ones?**

References are statements that a professional associate (see examples below) uses to describe a person's work ethic. Reference checks are typically conducted by telephone, or in writing through a letter or email.

The most common references are your current and/or former job or internship supervisors, academic advisors/ professors, coaches or anyone you have worked with in a professional or academic manner.

## **Why are they important?**

**Positive references can get you the job you want.** Hiring is competitive, companies are selective. **Good job references can make the difference in getting hired.** "Honor these rules of etiquette for good job references and they should continue singing your praises for a long time (Adapted from [www.myreferences.com](http://www.myreferences.com)).

## **Good Job References Rules of Etiquette:**

- ✓ **Assemble people** to use for references in the future. Make it a point stay in touch with them on your accomplishments.
- ✓ **Call your former references and ask them if they are willing to be good job reference for you**, and thank them for his/her time.
- ✓ **Give your references ample notice** to prepare a written recommendation.
- ✓ Be sure to **apprise them of your goals, accomplishments** and provide them with your resume.
- ✓ **Keep your former positive references informed of your professional work experiences** and your educational progress. He / she will be more inclined to see you in a stronger light as you progress.

For additional information on how to request letters of recommendation, please visit:

<http://jobsearch.about.com/od/referencesrecommendations/a/recommendation.htm>