

Job Search: References vs. Recommendations

References

- Typically should have 3 **professional** references, unless application specifies
 - Professors, former or current supervisors, peers, advisors, etc.
- Be sure that you keep in regular, professional contact with your references frequently
- Make a list of potential references
 - Be prepared for some references who do not know you well to be hesitant or decline
 - If the reference hesitates, you should thank them and move on to asking the next reference
 - Ask yourself: Who is most **relevant** to the job? Who can best **speak to my abilities**? Do I have any references in this specific **industry**?
- Ask permission and give information; don't assume someone is willing to be a reference
 - References should be able to speak to your professional duties
 - Someone who is prepared will always fare better than someone who is cold-called by a potential employer
 - Send job description and the latest edition of resume so they can speak to the skills needed for the specific job
- You can ask in-person, via email, phone, or send a letter
- Do not include on resume, references should be a separate document. Use same header as resume.
 - Employers will either request references upon review of the application or state to add a separate reference page while submitting the application
- Be sure to **thank your references** (email, thank you card, or phone call), especially if you land the position and keep them posted on progress

Letter of Recommendation

- Typically used in more academic settings, such as applications for graduate school
- Choose people who **know you very well**
- Give them time, and ask early
 - Letters of recommendation are more time-consuming and intricate than professional references
 - These people are not only talking about your skills, but also about the **perks of working with you**
- Provide them with resources
 - Draft of application essays and resume
 - Copy of transcript
 - Copy of job application with relevant skills
- Keep in touch and **communicate deadlines**
- Send **thank-you notes** when recommenders are finished

Keep in touch with your potential references and recommenders. Always be professional!



Ambassador Crawford
College of Business
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For more information:
Career Services Office
buscareers@kent.edu

Sample Reference Page

Your Name

Kent, Ohio 44242 • 330-555-5555 • sresume@kent.edu • www.linkedin.com/in/name

Professional References

Mr. Doug Smith
Chief Executive Officer
Business Company
1000 Park Drive
Columbus, Ohio 43085
614-555-1212
ceo@businesscompany.com

Dr. Mary Jones
Professor
Kent State University
The College of Business Administration
P.O. Box 5190
Kent, Ohio 44242
330-672-2772
professor@kent.edu

Ms. Elizabeth Miller
Supervisor
XYZ Company
1234 Parkway Place
Akron, Ohio 44322
330-505-6789
elizabethmiller@xyzcompany.com

***References can either be in order from most recent or most relevant to the position**



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