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!
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