

# References

*By: Karen Reynolds*

At some point in your job search, you will need to provide references. References are more often checked than not. Listing references is one part of the job seeking process. Below are a few suggestions for obtaining references:

## Who can be a reference?

- Former Supervisors
  - Teachers/Instructors
  - Guidance Counselors
  - Former Co-workers
  - Community Members
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- ALWAYS ask permission to use someone as a reference. They need to be aware that you will be using them as a reference so they are not contacted blindly. They also need to be comfortable vouching for you. Plus, it's common courtesy to ask for their permission.
  - Make sure the person you ask to be your reference will give you a good reference and should be able to describe your talents, experience, and skills.
  - Verify all reference contact information and make sure it is up-to-date (company name, address, phone number, title).
  - Create your list of references professionally. Make sure your list is typed onto letterhead stationary, preferable the same as your cover letter and resume. Include your name, address, and phone number.
  - Keep in touch with your references and let them know of your progress.