

# References

Sample Resume: #3



*Resumes Win Interviews, but...*

## REFERENCES Win Job Offers

Offering references in itself poses no danger. The risk arises when a hiring manager calls them:

- A former supervisor may not be with the company anymore.
- Your last boss may sound hesitant when asked to talk about your experience.
- A former co-worker may not even remember who you are.
- “Company policy prohibits us saying anything. We can only verify dates of employment and position title.”
- “Are you certain he/she gave my name as a reference?”
- “We miss him/her so much. Too bad he/she was let go.”

**\*Note:** These replies are more common than you might think, and they can kill a job offer.

### Basic Guidelines:

- Identify potential individuals to use as a reference early in your college career. Get to know your professors and advisors and let them get to know you. Impress them!
- DO NOT offer anyone's name as a reference unless you have that person's permission to do so.
- Your potential list of professional references should include a balance of employer and academic references. Use caution if considering using personal or character references.
- Plan to acquire three to five references. If you are applying for several different positions you may need to select which references best support your abilities for the position you are applying.
- It is not necessary to include the line "References Available Upon Request" at the bottom of your resume. It's understood you will supply a list of references upon request. General rule, do not send the reference page with your resume unless requested to do so.

### Types of References

· Employment    · Professional    · Academic    · Personal

### Checklist for Asking Someone to Serve as a Reference:

- ✓ Ask for permission and verify their position and contact information. For example, "*Would you be willing to serve as a reference for me as I pursue my job search? Yes, thank you and let me confirm your position title and business address.*" Provide a copy of your resume to them.
- ✓ In most cases, your references will be contacted by phone or will be sent a form to complete. It's usually not necessary for the reference to write a letter for you, but some may.
- ✓ When possible, provide your reference with a description of the job you are applying for and how you believe you meet or exceed that criterion for the position.
- ✓ Thank your references and keep them posted throughout your employment process.

### **Two Critical Reference Check Questions:**

1. Would they like to say anything more about you?
2. Would they hire you again?

- ✓ A call from a prospective employer should not be a surprise to any of your references. It should be expected so your references are adequately prepared to respond with facts and specific examples about your abilities. Be sure to let them know whether you are still active in the job search process.
- ✓ Congratulations you got married...inform your references of your name change!

Sample Reference Page

- 16 -

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