



Quick Tips: Strong References

BASIC TIPS:

- References are usually necessary for finding a job. Most employers will ask for your references so be prepared.
- Include any supervisor or colleague who personally observed your work ethic.
- Make sure any one you include can articulate your skills and abilities and has observed you on the job.
- Speak to your references before you use give them to a potential employer. Make sure they are willing and able to serve as references.
- Check to make sure that you have the correct contact information for your references.
- Keep in touch with your references and continue to build a relationship with them even if you are no longer working with them. Don't just call them when you are looking for a job and you need their job reference.