

## **A Few Words about REFERENCES**

1. Don't list the names and contact information of your references on your resume! Nor is it necessary to state "References Available upon Request"; this is assumed.
2. Assume your references will be checked.
3. Choose your references based those persons who can address your performance, skill level and reputation in relation to the job requirements. Do not choose references based on their name recognition.
4. Ask permission before listing a reference.
5. Make sure your references are comfortable speaking on your behalf. Provide each reference with a copy of your resume and the job description.
6. Verify the contact information of your references before giving it to a potential employer. It is not a good thing for an employer to call an outdated phone number.
7. Print your reference list on quality, letterhead paper, that matches your resume and have it ready to present at an interview or when applying for a job.
8. The reference page header (name and contact information) should appear the same way it appears on your resume and cover letter.
9. Keep your references informed of your application status.
10. Consider a reference check a good sign!