

## Reference Etiquette

During a job search, it's important to keep a list of people you know who will speak highly of your character, skills, abilities, and experience. These people can be current or former supervisors, teachers, community leaders, coaches, mentors; anyone whom you have worked with and has had the opportunity to work closely with you. You should have between 3-5 people you could list as a reference. Once you come up with a list, here are some important tips:

1. Always call and ask your reference if they are willing to provide a favorable job reference on your behalf. You may even want to update them on your career. Make sure you have their most recent and up to date contact information.
2. Let your reference know each and every time you give out their contact information. Even if it's just an email. Communication is important.
3. Keep your references up to date on your career and education progress, give them a copy of your resume so they might have an easy knowledge of your progress at their fingertips.
4. Understand that taking the time to talk with your prospective employer(s) takes time out of your reference's busy day as well, so be willing to give something back. Maybe a gift card from their favorite coffee shop or fast food restaurant. But at the minimum, always be willing to write and say thank you. A nice card, even an email, is important to let your references know how deeply you appreciate the time they took to put in a few good words for you.
5. Once you land the job you are seeking, call, write or email your references to let them know how much you appreciate their support. Also, give them your updated contact information.

## How to Create a Reference List

Begin with a blank document. Start at the top and use the same header you use for your resume and cover letter. List your references in order of your preferences or how relevant they are to the position you are seeking.

### References:

[Reference's Name]                      Relationship: [Relationship with reference (optional)] at  
[Title]                                      [Company Name] from [dates of employment]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone]  
[e-mail]

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[Reference's Name]                      Relationship: [Relationship with reference (optional)] at  
[Title]                                      [Company Name] from [dates of employment]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[phone]  
[e-mail]

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