



Reference Lists & Recommendation Letters

What are employers looking for? Who makes a good reference?

Reference & Recommendation Tips

- ✓ Always ask permission to use someone as a reference.
- ✓ Have more than three names you can use when asked for references. Pick references that can provide the most effective recommendation for that job.
- ✓ Control how many times you give out the name of a reference.
- ✓ Normally you will use professional references. Personal references should only be used if the employer requests them.
- ✓ Be sure to follow up with your references and those giving recommendations.
- ✓ **SEND THANK YOU NOTES FOR THEIR ASSISTANCE!**

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Reference List

Having a list of references available during an interview could lead to a much faster job offer. Going into an interview prepared will give the employer a positive impression.

- Your references must know you well enough to discuss your skills and strengths and be willing to understand your career direction and choices.
- They should be individuals who actually worked with you, not a personal reference, or friend, unless personal references are requested by the employer.
- References should be chosen based on different factors: one reference may emphasize your skills or knowledge; another may know more about your work habits; and a third may know your knowledge level of a specific industry.
- When you ask an individual to be a reference, provide them with your resume, information on the company and the position description. The more information you give a reference, the easier it is for them to discuss the value you provided in your previous positions and why you would be an excellent employee.
- Develop your list of references electronically—separate from your resume. NEVER give a list of references until an employer requests them. When you create the electronic copy, be sure to name the document by identifying it with your information, such as “Your Name References.doc”.
- Also have the list in hard copy when you go to an interview, networking session, job fair, etc. (See an example on the opposite side of this sheet). Format the list in a style similar to your resume.

Letters of Recommendation

Occasionally an employer will ask for a recommendation letter. You need to have your list of individuals ready and willing to write and send a letter in a very short amount of time. Therefore, choose that person wisely.

- Always ask permission before giving their name to an employer.
- When you ask an individual for a letter of recommendation, provide them with your resume, information on the company, the position description and where to send the letter.
- Be sure this individual can verify your professional skills, particularly those skills required for the job.
- Ask the employer their preferred method of receiving recommendation letters (e.g. email, mail) and provide that information to your recommender.
- Be prepared for an individual to refuse to write the letter. Always have more recommenders than requested, so you can go to the next person on your list.
- Take your time in picking recommenders—and talk with them individually. Let them know what you are interested in doing, the types of jobs you are applying for, and specific needs.
- The more information you provide a recommender, the easier it is for them to assist you.

Reference Page Example

EDWARD F. SENIORS

4300 E. Broad St. Suite B ~ Columbus, OH 43213 ~ Phone (614) 863-1219 ~ EdwardFSeniors@yahoo.com

Ms. Betty Smith
Manager
ABC Corporation, Inc.
1000 N. High Street
Columbus, OH 43212
(614) 222-1234
bettys@abccorp.com

Mr. John Harvest
President
Harvest Manufacturing, Corp.
40010 Harvest Blvd.
Harvestown, OH 44100
(740) 123-4567
jharvest@harvest.com

Mr. Joseph Wind
Sales Manager
Plastics Packaging Corporation
3456 S. Seaway Drive
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(614) 234-5678
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