



Fundamentals of a Well-Prepared Reference List

When applying for jobs, employers typically request two to three references to verify an applicant's achievements, education, experience, skills, work habits, and character. Your references should be individuals who can speak positively about your strengths and qualifications. Having a well-prepared list of references will save you time and ensure all necessary information is readily available.

Should I Ask for Permission?

- Yes! Always ask your potential references for permission before listing them. Additionally, notify them in advance when you are actively applying for jobs. Even if they agreed in the past, it's courteous and professional to reconfirm their willingness.

Who Can Serve as My Reference?

- There are three main types of references:
 - I. Professional**
 - These individuals have directly collaborated with you and can highlight your work experience, skills, and professional accomplishments.
 - *Ex: Manager, Supervisors, Coworkers, etc.*
 - II. Academic**
 - Educators or advisors who can speak to your academic abilities, personal character, and critical thinking skills.
 - *Ex: Professors, Counselors, Academic Advisors, etc.*
 - III. Personal**
 - People who know you well and can vouch for your character, integrity, and reliability.
 - *Ex: Close Friends, Community Leaders, Mentors, etc.*

What Key Details Should You Share with Your Reference?

- **Your Updated Resume & Key Strengths** – Helps them recall your work history, skills, and accomplishments you'd like highlighted.
- **Job Description & Employer Details** – Allows them to tailor their recommendation and know who may contact them.
- **Application Timeline & Preferred Contact Method** – Ensures they are available and know how they prefer to be reached.

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References

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