

What are References?

References are people who your potential employer will call to verify that your experience is accurate.

References are people who know you professionally. They know your skills and strengths.

References are **NOT** your friends or family. Only provide references who you have worked or volunteered with. Teachers or counselors can also be good references.

References are provided to your potential employer in writing. List their full name, title, and their preferred contact information (phone and/or email).

References are powerful!!! What they say about you will affect if you get a job offer. Choose your references wisely.

Know your references well! If you think they might not say great things about you, do not put them on your list. Provide the list of your biggest fans!

Any Student

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REFERENCES

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