

## **Job References**

- Have at least three references ready to go with each application. You may want to use different references depending on what job you are applying for.
- Use people both professionally and personal who have positive things to say about you.
- Ask for their permission to use their names and contact information. Verify correct addresses, phone numbers, and e-mail addresses.
- Contact them when you use their name and let them know what job you are applying for. Discuss questions that a perspective employer may ask them regarding your skills.
- Keep them updated on your job search. Let them know when you get a job, and thank them for their help.