

References

Many employers ask for references. You may send your reference list with your resume if the employer asks for them. More often, you will take a list of references to your job interview and offer it to the interviewer.

Choose your references carefully. People who are the best references are:

- former bosses you got along well with
- professional mentors
- colleagues
- general character references (people who have known you for five years or more)

Do NOT give a relative's name as a reference.

Recent contacts in a related field that are enthusiastic about you are excellent references.

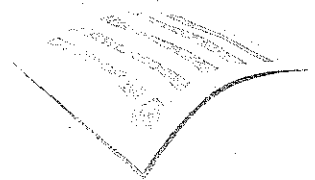
You should always contact your references before giving out their name. Tell your potential reference that you would like to use them as a reference and ask for their permission. Discuss the types of positions you are applying for and which of your skills potential employers would be most interested in. Be sure they have up-to-date information about you.

References should be typewritten on a separate sheet of paper. Normally, 3-5 references are sufficient.

Following is a sample reference list that you may want to use as a guide:

References example

Jane Dough
4567 S. 89th Street
Milwaukee, WI 53002
(414) 555-1234



1. **Mary Smith**
Department of Widgets, Director of Data Processing
Morningside System Corporation
3000 South Lunar Boulevard
Mequon, WI 53255
Work Telephone: 414/555-0123

Relationship: Supervisor at Morningside System from 1999-2001 (Optional)
2. **S. Myth Johnson**
New Car Sales Manager, Honest John's Auto Works
2345 Sixth Street
Rapid Junction, WI 54321
Work Telephone: 716/555-4321

Relationship: Colleague. Co-served on marketing committee for 2 months in 1999 (Optional)
3. **Ali Shaik**
President, Exotic Imports
100 S. Wabash Avenue
Chicago, IL 60601
Work Telephone: 312/555-7890

Relationship: Supervisor at Exotic Imports from 1990-93 (Optional)