Professional References

A reference should be a person who is able to provide information regarding your professional achievements, experience, education, skills, and character.

People You Can Ask for a Reference:

- Former employers, managers, and supervisors
- Coworkers
- Advisors, teachers, or instructors
- Leaders from places where you have volunteered

Do NOT Ask for a Reference From:

- A friend
- A direct family member
- Any other relative

References From Current Employers:

You may use current employers and coworkers with caution. It is important to consider the nature of your current employment. You may risk losing your job if they think you are trying to leave the company.

If your current company is aware you are attending school for a different occupation, or if this was a short-term job versus long-term employment, it may be okay to ask for a reference.

Remember To Ask Your Reference to Provide a Reference!

It is important to ask the person you would like to use as a reference for permission to use them. Some individuals are uncomfortable when it comes to answering questions about another person. Give your reference time to say yes or no to your request. Consider if your reference has time to devote to your request because some people may be busier than others. It is a good idea to have more than three people you can ask for an employment reference.

It is Not Recommended you ask for a reference with your current employer if:

You are you leaving to work for a competitor. The likelihood of a job offer is not soon. The current employer has sent you for additional schooling for skills to further your value within their company.

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Other information to give your reference when you make your request:

- Inform them of the company and position you are applying for
- Offer them a copy of the job description and your resume
- Remind them of your courses, skills, qualifications, projects, or any other important information to help them remember you and specifically your contributions to when you knew them

References are often asked about:

- The length of time you worked together
- Your work ethic, value, and characters
- Time management including being on time
- Teamwork
- Strengths and weaknesses
- Job responsibilities

Making a Reference Page Including:

- The first and last name of your reference
- Their job title and name of their employer
- Employer address
- Email address – professional is best
- Phone number
- Brief description of the relationship you have with your reference
    - Where you worked together (even if it is different now)
    - How long have you worked together
    - How long have you known each other

Remember to Keep the Same Template as Your Resume and Cover Letter for a Uniform Look:

- Font
- Colors
- Size

This keeps it consistent and professional

Follow Up With Your References

- Say Thank You
    - Call
    - Email
    - Send a note or card if appropriate
- Let Them Know You Got the Job!!

Professional References Examples

References

Your Name
Home Address
City, State, Zip Code
Phone Number
Email Address

Miles Jones, M.S., R.T. (R), (CT)
Professor, Radiologic Technology
Lakeland Community College
7700 Clocktower Drive
Kirtland, OH 44094
(440) 525-7000
miles.jones@lakelandcc.edu

Professor Jones has been my instructor for three semesters of courses during my studies in the Radiologic Technology program.

Taylor Samuels
Store Manager
Cardigans-R-Us
1234 Address Lane
Mentor, OH 44060
(440) 123-4567
tsamuels@cardigansrus.gmail.com

Taylor was my store manager while I was a store associate at Cardigans-R-Us. We worked together for four years and have known each other for six years.

Donna Delaney
Music Camp Director
Songbird Music Camp
12345 Records Road
Chardon, OH 44024
(440) 987-6541
ddelaney@songbirdmusiccamp.org

Donna was the camp director where I volunteered for two summers as a camp counselor. We have known each other for four years.