

## How to Choose and List References

WARNING: Save this document to your device now. Once saved, open the document and begin working

When applying for a job, you need to bring your resume and references to the interview. Any employer who is considering hiring you will likely call your references to learn about you. Choosing your references wisely can help you to get hired.

### Tips to Help You Select the Best References

1) Choose the right references

- ✓ Someone who has worked with you directly in the past. They need to have known you for at least 3 months.
- ✓ Someone who knows your personality
- ✓ Someone who really wants you to succeed
- ✓ Choose references who are good communicators

2) Have different types of references, such as a current manager or boss, a co-worker you're close with, a teacher or coach. Select mature adults who will speak positively about you. Avoid using relatives whenever possible! However, if you've worked for that relative, or haven't had previous work experience, you may have limited choices.

3) Always ask permission before you list someone as a reference. You need their permission each time you use them as a reference. That conversation will also help them be ready to speak about you if a potential employer were to call them

4) Limit the number of references to 2-4. It is typical for people to list 3 references that will allow potential employers to learn about you

5) If the person is willing to be your reference, coach them about what you would like them to say. Have this conversation before any potential employer might reach out to speak with them

## Next steps....

Have a conversation with each potential reference and share the following information with each of them:

- Provide a copy of the resume you have given or will give the employer
- Share where you plan on applying
- Share what position(s) you are applying for
- Share the specific skills you think are relevant, and what you are hoping they will say about you if contacted
- Share with them why you think you are a good fit for that role
- Ask them what they will say about you. (If it is not "good," thank them and choose someone else).

## How Do I List and Format My References?

- 1) Your resume should include the following sentence at the bottom: ***References available upon request.***
- 2) Your list of references should look the same as all other headings on your resume.
- 3) Use the same format as your resume (font type and size, etc.)
- 4) Include your contact information the same way it is listed on your resume.
- 5) You may choose to list references under headings such as:  
Professional                      Character or Personal

## Let's Get Started – Reference Contact Information

Write the names of 3 references you plan to use for your next job interview:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now complete the information for each reference you include:

### Reference #1

What type of reference is this? (Check the box)

Professional

Character or Personal

**Name:** (Mr./Miss/Ms./Mrs.) \_\_\_\_\_

**Occupation** (if they wish to share): \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone / Cell Number (and their extension):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## Reference #2

What type of reference is this? (Check the box)

Professional

Character or Personal

**Name:** (Mr./Miss/Ms./Mrs.) \_\_\_\_\_

**Occupation** (if they wish to share): \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone / Cell Number (and their extension):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### Reference #3

What type of reference is this? (Check the box)

Professional

Character or Personal

**Name:** (Mr./Miss/Ms./Mrs.) \_\_\_\_\_

**Occupation** (if they wish to share): \_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone / Cell Number (and their extension):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Other contact info:** \_\_\_\_\_

## Important Steps to Remember:

Check off each item once you have completed it

- \_\_\_\_\_ I have asked each person for permission to use them as a reference. (I must do so **EACH** time I apply for a position)
- \_\_\_\_\_ I provided my references a copy of my resume
- \_\_\_\_\_ I shared the place(s) I will be applying to
- \_\_\_\_\_ I shared what position(s) I am applying for
- \_\_\_\_\_ I discussed the skills I would like them to share about me
- \_\_\_\_\_ I shared why I think I would be a good fit for the job
- \_\_\_\_\_ I asked what they will say about me...
- \_\_\_\_\_ A) If it wasn't "good," I thanked them and moved on
- \_\_\_\_\_ **or**
- \_\_\_\_\_ B) If it was "good," I thanked them for their support

## *Last Step*

Now it's time to type out your references on a separate piece of paper. Remember to use the same header as your resume (the header and font should match).

Check out the next two pages for examples of a reference page

# John Doe

442 Wannawork Ave.  
Wpg, MB, R2J 2J1  
Phone: 204-555-2232  
Email: [jd@email.ca](mailto:jd@email.ca)

**Reminder:** Your contact information format should match how it appears on your resume including matching font type and size

## References for John Doe

---

### Professional References:

Mr. Bill Wallace  
Education Consultant  
Previous work Supervisor in Pembina Trails School Division  
181 Henlow Bay  
Wpg, MB,  
R3Y 1M7  
Work: 310-555-0422 ext. 202  
E-mail: [BillW@email.ca](mailto:BillW@email.ca)

**Reminder:** Headings such as these should match the font type and size of headings you've included in your resume

Ms. Lily Kim  
Manager of Operations at Canadian Tire  
Previous supervisor  
5987 Kenaston Ave.  
Wpg, MB.  
R3L 3T8  
Cell: 310-555-7789  
E-mail: [lily@cantire.com](mailto:lily@cantire.com)

**Reminder:** Provide 3 references if possible.

- Make sure the order of their contact information is consistent (the same) for all 3 references.
- Make sure to use matching font type and size
- Make sure to use headings to show which references are **professional** and which ones are **personal** references.
- List professional references first **before** listing any personal references.

### Personal Reference:

Ms. Beth Jerome  
Manager at Giant Tiger  
Longtime friend  
413 Maple Ave.  
Wpg, MB.  
R1P 2Y8  
Cell: 321-123-1234  
E-mail: [BJerome@GT.ca](mailto:BJerome@GT.ca)

# John Doe

442 Wannawork Ave.  
Wpg, MB, R2J 2J1  
Phone: 204-555-2232  
Email: [jd@email.ca](mailto:jd@email.ca)

## References for John Doe

---

### Professional References:

Mr. Bill Wallace  
Education Consultant  
Previous work Supervisor in Pembina Trails School Division  
181 Henlow Bay  
Wpg, MB,  
R3Y 1M7  
Work: 310-555-0422 ext. 202  
E-mail: [BillW@email.ca](mailto:BillW@email.ca)

Ms. Lily Kim  
Manager of Operations at Canadian Tire  
Previous supervisor  
5987 Kenaston Ave.  
Wpg, MB.  
R3L 3T8  
Cell: 310-555-7789  
E-mail: [lily@cantire.com](mailto:lily@cantire.com)

### Personal Reference:

Ms. Beth Jerome  
Manager at Giant Tiger  
Longtime friend  
413 Maple Ave.  
Wpg, MB.  
R1P 2Y8  
Cell: 321-123-1234  
E-mail: [BJerome@GT.ca](mailto:BJerome@GT.ca)