

Quick Tips: Strong References

**BASIC TIPS:**

* References are usually necessary for finding a job. Most employers will ask for your references so be prepared.
* Include any supervisor or colleague who personally observed your work ethic.
* Make sure any one you include can articulate your skills and abilities and has observed you on the job.
* Speak to your references before you use give them to a potential employer. Make sure they are willing and able to serve as references.
* Check to make sure that you have the correct contact information for your references.
* Keep in touch with your references and continue to build a relationship with them even if you are no longer working with them. Don’t just call them when you are looking for a job and you need their job reference.