

JobTIPS



Key Points - How to Ask for References

1. Decide how you will ask someone to be one of your references: In person, by phone, or through email.
2. Be sure to make this request in a quiet and non-distracting setting.
3. Plan what you will say and how you will say it ahead of time.
4. Ask your reference which email address, phone number, and mailing address they prefer for you to use.
5. Provide your references with a copy of your resume.
6. Be sure to say "thank you" when someone agrees to be a reference for you.