

# JobTIPS



## Key Points - References: When & What to Include

1. There are 3 times when you might need to provide references: On the job application, on your resume, and at the job interview.
2. You need to have up-to-date and accurate contact information for each of your references.
3. Include your reference's first and last name, title or relationship to you, place of business, mailing address, phone number, and email address.