

Purpose of a reference

Employers contact references to inquire about your character, work ethic and to confirm what you have portrayed of yourself in your resume and interview is accurate.

Who you should use as a reference

A reference can be a past or current employer, professor, volunteer organizer, coach, mentor, etc. References should not be immediate family members. Aim for a total of three references. Be sure to ask the individual's permission before using them as a reference. You can prepare them by providing a brief explanation of the job you have applied to and describe how this relates to them. This will help them have an idea on how to best describe what they know of you as the best candidate for the job.

Giving references to your potential employer

Avoid including references on your resume. Best practice is to wait until the employer is interested in conducting a reference check and would like your references list after the interview. Remember to ask for a timeline on when they will check for references. Always inform your references immediately once you share your references and when to expect the employer to reach out to them.

Reference page layout

Include your profile information that is the same as your resume. List your references with their name, job title, organization, and contact information. Sometimes references also include the connection you have to the person (previous employer, coach, professor, etc underneath their email).

FIRST NAME LAST NAME

City, Province | FirstName.LastName@student.ufv.ca | 604.123.4567 | [LinkedIn](#)

REFERENCES

First Name Last Name
Job Title
Company Name
(604-123-4567)
reference@email.com
Previous supervisor at company xyz for my previous position as abc

First Name Last Name
Job Title
Company Name
(604-123-4567)
reference@email.com

First Name Last Name
Job Title
Company Name
(604-123-4567)
reference@email.com