

Tips to write Job References

What is a Reference?

When you are looking for a job and an employer is considering hiring you, they often want to speak to people who know you and can answer questions about your work. **A Reference is a person who has agreed to speak to prospective employers about you.**

Typically, employers will ask you for 3 **Work References**, and these people should be former Supervisors, Managers, Team Leaders, etc. - people who have overseen your work, either paid or non-paid. Some employers may accept former Teachers, Instructors, or Trainers as References, although those people will be limited in the feedback they can supply.

Occasionally employers may ask for **Character References**. These are people who know you well and can answer questions about your personality, and they can be friends, co-workers (former or current), or long-term social group members. Do not use family members.

You may need to search for people to be your References, especially if you have not worked in some time.

When do I supply References?

Only send your list of References to an employer upon request, otherwise take a paper copy to an in-person interview.

Tips for creating a Reference List:

- Type your Reference list as a separate Word document, using the same personal letterhead as you did on your resume and cover letter.
- Always ask the people you want as References for their permission to do so, and ask before adding them to your list. Ask them each how they would prefer to be contacted by employers (email or phone, business, or personal). Ensure you have the correct spelling of their names, job titles, and places of business. Please see below for a simple template.
- As a consideration, let your References know as soon as you have been interviewed for a job so they can be prepared for a call.
- Thank your References regularly and especially if you are offered the job.
- Be sure to keep your Reference information accurately updated.

Reference Template

Name

Job Title, if applicable, or Relationship

Name and city of their Employer, if applicable

Contact information – phone number and/or email address

*repeat 3 times for a list

Work Reference Example:

Jane Doe

(Former) Supervisor

Random Company Inc.,

Waterloo, ON

519-123-4567

Jane.doe@gmail.com

*repeat for 2 additional References to make a list of 3

Character Reference Example:

Joe Smith

Friend

Kitchener, ON

226-111-2345

*repeat for 2 additional References to make a list of 3



Region of Waterloo