Asking someone to be a Reference for a job for you  
*Have success in getting the reference you want*

It may have been awhile since you spoke to them, be gracious and thorough. Make it as easy for them as you can.

1. When you contact them, be sure to ask, “are you able to provide me a favorable reference?” If not, do not use them
2. If they say yes, give them the *newest version* of your *resume*
3. You want them to know as many specifics about you as possible. This person likely works with dozens of students per term. **Make a cheat sheet for the recommender** (see Below)
4. Send copies of the *job descriptions* so they can best make the connections and recommendations about how you would be good
5. Let them know *when, how, and by whom* they might be contacted (email, phone, etc.)
6. **Follow up** with a thank you and let them know if you got the job!
7. Link with them on LinkedIn so you will always know how to contact them, know their (possibly new) job titles, etc…

### CHEAT SHEET INFO

Remind them of:
- What class (specifically), term, and year you met (were in their class)..and what grade you got
- Why you think the relationship you have is special
- Why you are well qualified and interested in the job
- What experience you had that they can comment on specifically (the dialogue you went on, the co-op job you worked to land, the co-op job you just finished, the crises they helped you through.)
- What your long and short term goals are (professionally, academically)
- What you want them to highlight about you (it is ok to brag a little and remind them).. they might know you well.. but they also know many students well
- If you have had many conversations with them, summarize a few of the ones that are most relevant to his letter (i.e. “we have spoken many times about my interest in public policy. My project on ______ highlighted _____ and you commented that _________. After that project I went on to do _______ because I was so inspired, etc.)

### HOW TO MAKE A REFERENCE PAGE

**You must bring a typed reference page to every interview you go on.** A reference page should include three to five individuals who know you well, and can speak to your professional abilities. Each Reference may be a former boss, college teacher or advisor, or family friend who has known you for a long time. Format it so it is easy to read. **Along with the Name** you should provide the following information on the three individuals:
- **Name**
- **Job Title, Organization**
- **Address**
- **Phone Number**
- **Email Address**
- **Preferred form of contact**

**The heading for the reference page should be the same as on your resume** (in case it gets separated - this way they will know who’s resume it belongs to)

**EXAMPLE:**

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**IVANA DOWELL**

234 Rainbow Star Avenue  
Boston, MA 02112  
617-555-5555  
idowell@lynx.neu.edu

**REFERENCES**

1.) **Mr. Rodney Jones**  
*Manager, McDonald’s Restaurant*  
1000 Lake Shore Drive  
ABCD, Ohio 44444  
666-666-6666 (phone)  
666-666-6667 (fax)  
r.jones@mcdonalds.com  
(prefers email over phone)