Asking someone to be a Reference for a Co-op job for you

Have success in getting the reference you want

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

1. When you contact them to ask, 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. After (or before – if they ask for references early) the interview, let your references that you have (had) an interview, and send copies of the job descriptions so they can best make the connections and recommendations about how you would be good. Also, let them know when, how, and by whom they might be contacted (email, phone, etc.)

4. Follow up with a thank you and let them know if you got the job!

5. Link with them on LinkedIn so you will always know how to contact them, know their (possibly new) job titles, 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:

IVANA DOWELL

234 Rainbow Star Avenue
Boston, MA 02112

IDOWELL@LYNX.NEU.EDU

617-555-5555

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)