

5 Tips for Using References

By Russ Wiles, Arizona Republic

1. Provide references as a separate list, not part of your resume.
2. List the individuals as references who know you in the workplace and who will provide positive feedback. Get permission in advance.
3. Verify that the people you want to speak for you are allowed to do so by their employers.
4. After you get permission from your references, make sure you have each person's name spelled correctly and all contact information is accurate.
5. Give a copy of your resume to each reference and keep these people informed about your job hunt. Send them a thank you once your job hunt is completed.