Tips on Obtaining References:

- Always obtain permission of the people you use as a reference.

- Be direct and ask potential references if they are willing to provide a **good or strong** reference. If they cannot – find someone who will.

- Provide references with a description of specific job you are pursuing along with your resume so they know how to best speak to your abilities.

- Keep references up-to-date and maintain your network.

- Don’t use relatives or friends for personal references.

- Build a network early before your job search begins!

- Don’t include a list of references on your resume. They should be kept on a separate document which you provide “upon request”.

SELECTING YOUR REFERENCES

An often-overlooked step in preparing for the job search or internship search process is selecting your references. Be prepared to furnish the names, addresses, and business affiliations of three people who are familiar with your work and character. Recent graduates can include faculty references that have been involved with you in academic subjects or extracurricular activities. Select references that can provide insights into numerous aspects of your abilities.

**Teacher/faculty member** - can point to your ability to write, to do quality work, to speak effectively on your potential for advanced responsibility and share insight into your maturity and personality.

**An activity or organizational advisor** - can provide insights into your social adaptability, your ability to lead, or your ability to get along with peers.

**Former employers** - can provide information on your ability to assume responsibility, your reliability, punctuality, ability to work with others, and quality of your work.

UM Reference Letter Center:

The Career Center’s Reference Letter Service (RLS) offers University of Michigan degree-seeking students and alumni/ae the opportunity to have letters of reference on file to use in support of their application to graduate and professional school or employment.

For more information go to:
http://careercenter.umich.edu/content/reference-letter-service