

References

When looking for a job, you may be asked to provide the names of people that a potential employer can contact to learn more about you.

Career and Transfer Services can help guide you through this important step. Make an appointment or visit us [online!](#)

Before the Job Search

- You will need 3-5 professional references.
- Your references should be individuals who know you well and can speak to your knowledge, skills, experience and/or traits related to your career. You should not use friends or family as references.
- Examples of possible references are:
 - Internship supervisor
 - Faculty or academic advisor
 - Work colleague
 - Work supervisor
 - Athletic Coach
 - Student Employment supervisor
 - Professor for classes in your major
 - Student Club Advisor
- Reach out to possible references to ask if they are willing to be a reference. If you have access to your Owens email, be sure to use that email when contacting your instructor. If they say 'no', respect and accept their decision. If they say 'yes', ask what contact information you should use for them (email or phone number).
- Create a Word document that is separate from your resumé that lists your references and their contact information. This should include their name, email, phone number, title/role and their relationship to you.

During the Job Search

- Share a copy of your resumé with your references so that they have it on file when an employer contacts them.
- Notify your references if you have been offered an interview so that they are prepared to speak on your behalf. Provide information about the position to your references to help them prepare for the possible reference call or letter.
- When requesting a letter of recommendation, be sure to provide your reference with enough time to write the letter (7-10 days).
- Remain in touch with your references about the status of your applications.
- Let your references know whether or not you have accepted a position, and thank them for their support.
- Periodically check-in with your references to ask if they are still willing to serve as a reference.



Visit owens.edu/career or scan the QR code for more information!

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Career & Transfer Services

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in [Owens Community College-Career Services](#)  [@OwensCareers](#) and [@OwensStudEmploy](#)

Your Success Starts Here.

