

Career Resource Centre

The University of Winnipeg - 515 Portage Avenue
Winnipeg, Manitoba R3B 2E9
204.786.9863

ROCKY BALBOA

123 Balmoral Street, Winnipeg, Manitoba
R6B 9K8

rockybalboa@hotmail.com
(204) 555-0000

REFERENCES

Jill Smith

Case Coordinator
Manitoba Family Services and Housing
Phone: (204) 555-5421
Email: J.Smith@hotmail.com

Craig Johnston

Volunteer Coordinator
Prairie Theatre Exchange
Phone: (204) 235-4521
Email: C_Johnston@hotmail.com

Ken McCluskey

Dean: Faculty of Education
The University of Winnipeg
Phone: (204) 786-9281
Email: KMcCluskey@hotmail.com

Note:

- Ask your potential reference for permission to use them prior to giving their name and phone number
- Volunteering is a great way to acquire new skills and get a reference
- Supply your reference with a copy of your resume so they're aware of your skills
- Once you have an interview, notify your reference that they can expect a call
- Provide the interviewer with a list of 3 references
- Have your references on a separate sheet. -
- Don't include references with your resume unless specifically requested to do so
- Keep in touch with your references... you never know when you'll need them!
- Take your references to the interview.

A good reference candidate should be someone who bolsters and confirms the details of your resume and offers positive feedback regarding your work or educational skills and experience.

Your list of references should include:

- Former and/or current supervisors
- Colleagues and/or subordinates
- Former customers and/or clients
- Former Professors
- Contacts from work-related associations or volunteer work.

You need to know what all your references will say.