



Interview & Resume Tips: References

Utilizing those bosses that gave you a good reference is actually more important than you might think. Remembering not to burn bridges is something every current and potential employee must keep in mind while working their current job. You may need to use your boss or supervisor as a reference later on. Sometimes employees are quick to make the jump from one job to another in a hurry because they are dissatisfied with the job they are currently working and sometimes leave without thinking about the consequences. If you keep excellent references you will likely not have trouble finding employment. Here are some tips on getting the best references and keeping them on your resume for good.

1. Bring an index card or typed sheet with you to the interview so you have your recommendations readily available for applications and interviews. You may also be asked to provide your references at the interview so have a couple of copies of your reference sheet with you.
2. You may be thinking of using only your employment references, but there are many other types of references you may use to gain employment or an internship. Good personal references are just as important as work references. Having two or three personal recommendations is always a good rule of thumb. I always had good relationships with my teachers in high school and college so that was another recommendation option for me. Using academic references can come in handy if you do not have a work history yet with verifiable contacts. Don't be afraid to list a favorite teacher or professor on your reference sheet. Before you use them as a reference always ask first. Nine times out of ten they will not mind.
3. Use only those individuals which you know will give you a good recommendation. When in doubt about whether a current or former boss will give you a good reference do not use them. You may be sorry later on and may not get the job because they said something unsatisfactory about you. Bad references can burn you for a long time.
4. Before you leave your current job ask for recommendation letters. Recommendation letters are sometimes sent after you have left a job or a boss may give you a recommendation for an in-house job. Either way, they come in handy when needing a supervisor to talk good about you and the quality of your work.

On a final note, it is customary to give two weeks notice before you leave a job. Sometimes in sales jobs and employees who work 'at will' jobs are not required to give two weeks notice, but it is always good to give it even if you are not required to do so. By giving advanced notice you are



showing respect for your job, your boss, and you will have a better chance at getting a good recommendation for your next job and beyond. To learn more about finding the right career and for excellent **career advice** check out www.hound.com for more information.

See the following articles for more information:

- **21 Major Interview Mistakes to Avoid at All Costs**
- **The Best Way to Prepare for a Job Search and Interviews**
- **How to Talk About Other Interviews in Your Interviews**
- **How to Answer the Tell Me About Yourself Interview Question**
- **How to Answer the Do You Have Any Questions for Me Interview Question**