References

Reference lists should always be available and prepared with 3-4 professional references.

Do:

- Do get permission from each reference you plan to use
- Do give each reference a copy of your résumé to have as a guide
- Do choose references that are well informed, and have good verbal and written communication skills.

Do Not:

- Do not use relatives, personal friends, or students as a reference.

Letters of Recommendation

A letter of recommendation provides relevant information that is honest, positive and portrays a up-front outlook of the skills and potential capabilities you possess. It can describe personality, performance and skill, attributes, knowledge and competency level.

The following are suggestions of individuals who may be qualified to write a letter of recommendation:

- Executive Director
- Vice President
- Supervisors
- Co-workers
- Customers/Clients
- Subordinates
- Professors
- Counsellors
- Coaches
- Doctors
- Lawyers
- Ministers
- Community Leaders