

Choosing Your References

Choosing references is an important stage in the job survival process - think carefully about who you want to include and contact those individuals. When you speak to the potential reference, explain the kind of organizations you are applying to and the position(s) you are interviewing for. Remind them of your accomplishments and success stories that they witnessed. Inaccurate or inappropriate references can damage your chances of securing a job offer. Verify that the person you speak to is willing to give you an "excellent" reference.

After you know that your references have been checked, phone them and thank them for their time and the positive reference they gave. Keep them posted on your job search process - it will make them feel involved in your career.



Job hunting is very competitive. According to many employers, one of the most “impressive” documents you can have to support your application for employment is the **LETTER OF RECOMMENDATION**. In order to survive, you must have at least one “impressive” **Letter of Recommendation**.

To obtain an “impressive” letter, you must ask the right person(s) to write it for you. It should be someone that has known you for a length of time and that can express your positive traits and abilities in a letter. You could ask:

- Former employers (these are the best choice)
- ROP Training Site Supervisors
- Teachers

Remember, if you have been a good employee, there shouldn't be a problem obtaining a recommendation letter. Many employers will want to know exactly what you want in the letter. You should be prepared for this and give the person you are asking a written summary of your abilities and accomplishments. On the next page is an example of a letter that you can use to request this recommendation. Type and give it to your references.

Once you have obtained your letters of recommendation, make copies of each one. Never give out your original letter of recommendation to a potential employer – you will be left with no letters.

Requesting a Letter of Recommendation

Your address *(Begin approximately 1.5" from top)*
Your City, State, and Zip Code
Today's date here *(ENTER 4 times)*

Person's Full Name
Their title
Their place of employment
Address
City, State, and Zip Code *(ENTER 2 times)*

Dear Mr. /Ms. /Mrs. Last name of person: *(ENTER 2 times)*

I would greatly appreciate your consideration in writing a letter of recommendation for me. It would be very helpful to have this letter by (put in the date that you want the letter back to you– make it roughly two weeks from today). *(ENTER 2 times)*

The following would be helpful when you write this letter:

- Please write on company letterhead, if available. If letterhead is not available, please use a company stamp or attach a business card.
- Please type the letter. If this is not possible, please write the letter and give it to me. I will type it and return it to you for your signature.
- Please date the letter.
- Please include the dates I have known you or worked for you.
- Include the capacity you have known me (for example: student, employee, trainee, etc.)
- Make sure to include your complete name and title in your signature.
- Please sign the letter. *(ENTER 2 times)*

Here are some accomplishments and/or personal qualities I have learned and/or demonstrated while you have known me:

List your skills and personal qualities in this area (you might consider attaching your resume for more helpful information about you)
(ENTER 2 times)

Thank you for your help and consideration. *(ENTER 2 times)*

Sincerely, *(ENTER 4 times)*

Your Signature *(leave this area blank for your actual signature)*

Your name typed here