

Job-winning References

CHOOSING REFERENCES

References should be people who will present you positively to the employers, know you well and are able to speak about your qualifications. Former supervisors should be your first choice. If that is not possible, the best alternative would be people who are well-aware of your skills, such as teammates, teachers, volunteer coordinators or community leaders.

TYPES OF REFERENCES

- **Professional** (work-related)
- **Educational** (academic) acceptable for students with little or no job experience
- **Personal** (character) acceptable for current students with no job experience

NUMBER OF REFERENCES

Three references are generally considered standard. Employers usually ask for three references, but in many cases may only check two. However, be prepared to produce four (as not all references may be reachable by employers). It is always better to have one more reference than required.

ASKING PERMISSION & KEEPING REFERENCES INFORMED

Make sure that you ask a potential reference first if they are comfortable being your reference. Most professionals usually are more than happy to do so, but consent is important. Also, keep references informed about the jobs you are applying for and provide them with applicable information that may assist them in providing a positive reference for you.



Job-winning References

careerservices@georgebrown.ca
georgebrown.ca/careerservices
@careersgbc

**DO NOT INCLUDE
REFERENCES
ON YOUR RESUME**

Never list references on your resume. You do not want your references being called before you have a chance to let them know. Keep your references on a separate sheet and provide them only when they are specifically requested which is usually at the interview stage.

EXAMPLE REFERENCE LIST:

AMBER LOI

Toronto, ON M2B 1X9 | 416-415-5000
amberloi@georgebrown.ca
www.linkedin.com/in/amberloi

REFERENCE LIST

Suresh Kumar

Restaurant Manager, Tim Hortons
100 Yonge St.
Toronto ON M41 1M1
416-100-5001
skumar@timhortons.com

Cindy Li

Team Lead, TD Bank (Telephone Banking Division)
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Wendy Whiteberry

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