



References

An important component of your job hunt is being able to provide understanding references. While that may seem obvious, some students neglect to follow the steps necessary to obtain appropriate references. When asked for references, they may reel off the names of professors or former employers without considering the importance of what they are being asked to provide. Often times you may be one of two or three top candidates. An employer may use a reference as the last step before the final hiring decision is made.

GUIDELINES FOR OBTAINING REFERENCES

OBTAIN PERMISSION

Never give the name of someone whose permission you do not have.

KNOW WHAT THE REFERENCE WILL SAY ABOUT YOU

It is perfectly acceptable to ask a potential reference if he/she can give you a strong recommendation. Identify people who are enthusiastic and easy to talk to since most reference checking is done by phone.

PROVIDE YOUR REFERENCES WITH ADEQUATE INFORMATION

Whenever possible, give your references a description of the job for which you are applying. If a complete job description is not available, tell your references the kind of positions for which you are applying. If asking for a written reference, give the person adequate time to prepare a letter. You may even provide them with an example of your resume or transcripts.

REMIND YOUR REFERENCES OCCASIONALLY

Someone may give you permission to use his name and not intend it as a perpetual request. Periodically, remind your references that someone may be calling. This is especially true when using former professors or those that you will have minimal contact with after graduation. Remember to write a thank-you to your references as a courtesy.

TAILOR YOUR REFERENCES TO THE POSITION

Develop separate lists of references for each type of position you are seeking. A psychology professor may be best in one instance and accounting professor in another. Your reference lists should not be static.

MAKE SURE TO USE PROFESSIONAL REFERENCES

References should be supervisors or faculty members who know you in a professional context. (Some companies, especially government organizations, will ask you for personal references, in addition to your professional ones).

REFERENCE CONTACT INFORMATION

When listing a reference, be sure you obtain the most up-to-date contact information. For example be sure to ask your references which telephone number and email they will be using during the time of your job search. Some may even be willing to provide a home phone number in addition to a business email or phone. Many contacts may not use the same contact information throughout the year. Be sure to keep this up-to-date as you continue to apply for internships and full-time jobs.

REFERENCES FOR ANNA JOHNSON

Dr. Marilyn Book

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Reference w/Applicant Relationship Information

JOHN W. WRIGHT REFERENCES

Dr. Marilyn Book

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Dr. Book has served as my Academic Advisor for three years at Saint Vincent College. He has also served as my mentor throughout my business and advertising experiences. Dr. Book has served as a faculty member of Saint Vincent College for over 20 years.

Ms. Anita Harington

Advisor of Communication Club
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Using her knowledge from her position at Seton Hill, Ms. Harington is in the process of establishing and implementing the Communication Club at Saint Vincent. As the President of the club I have had the chance to work with Ms. Harington.

Mr. Joseph Thomas

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Mr. Thomas served as my direct supervisor during my internship with the Ligonier Bulletin as the Coordinator of Public Relations. He served as the Coordinator at the LB for over 14 years. Recently, Mr. Thomas has been appointed Director of Public Relations at the Tribune Review in Latrobe, PA.

Mr. Roberta Dennison

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At PA Financial Concepts I had the opportunity to shadow Mr. Denison. He helped me to understand every aspect of advertising and how it relates to the world of technology. He remains an excellent guide and mentor in the industry and is directly responsible for encouraging me to continue in the field of advertising and public relations.