**9. ASSIGNMENT 3.4g: Resumé References NEATNESS COUNTS!**

 **A Referee is a person who writes a letter on your behalf to help you get a job or**

 **a position. This letter is called a reference. References are an extremely important**

 **part of your resumé. At a certain point in your career, references will be more**

 **important than marks.**

Never put **“References available on request**” on your resumé. Rather, always provide the names and contact information of two people who are willing to write you a **supportive** letter.

Never assume that a person will write you a supportive letter of reference. You must ask your referee if they can write you a supportive letter. That person must answer you whether they can

or cannot write you a supportive letter. It is possible that a referee could write a negative letter of reference because the candidate did not ask the question. A current or past employer might be a valuable referee, but always be sure to ask if they are able to help your application with a supportive letter. Be alert, and always be polite!

In high school and in university think about teachers or professors with whom you have a good relationship and **who are also** **in the field of the job or position** that you are interested in. People who are in the field that you are interested in are the most valuable referees.

On your **resumé** you are only listing the **names and contact information** of your referees. If you need the actual letters, then provide your referees with an **addressed envelope and a stamp**. Today, however, it is becoming more common for the referee to send the letter electronically. In this case be sure to provide your referee with the **correct online information**. Try to make the task as easy as possible for your referee.

List your two references on a separate page with your **resumé header** at the top of the page. Your two references will go **underneath the header** on the second side of your one-page resumé.

When you go to a job interview, bring an extra copy of your resumé.

**Resumé Data Base Information:**

**Full Name and Title:** Mr James Smith, Teacher of Culinary Arts

**Name of Institution:** Earl Haig Secondary School

**Full Address:** 100 Princess Avenue, North York, M2N 3R7

**Contact Numbers:**  416-395-3210 x 20141 james.smith@tdsb.on.ca

 Telephone school email

**Resumé Reference:**

 1. Mr James Smith, Teacher of Culinary Arts

 Earl Haig Secondary School

 100 Princess Avenue

 North York, M2N 3R7

telephone: 416-395-3210 x 20141

 email: james.smith@tdsb.on.ca

**ASSIGNMENT 3.4f**

Remember that you will probably need referees from a variety of different fields to match the jobs or positions that you may apply for. It is a good idea to build up a list of referees from different backgrounds in your resumé data bank. However, the referees must approve, and they should be people that you still talk to when you make an application.

**Ask two responsible adults who know you well if they would be able to write you a supportive letter of reference. Explain that you only wish to use their names at the moment for this Careers project.**

**KNOWLEDGE (25)**

**Data Base Information:**

**Full Name and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School telephone School email address

 **THINKING (25)**

 **Resumé Reference:**

 **APPLICATION (25)**

**Data Base Information:**

**(copy format above)**

 **COMMUNICATION (25)**

**Resumé Reference:**