

The importance of choosing the “right” references is key in the job search process and may directly affect the outcome of your search. Here are some tips for developing your reference list:

CHOOSING REFERENCES

References should be persons 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 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.

DO NOT INCLUDE REFERENCES ON YOUR RÉSUMÉ

Never list references on your résumé. 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.



Additional Resource: georgebrown.interviewstream.com

St. James, 200 King Street (Room 155B), 416-415-5000 ext. 3818 sjcareercentre@georgebrown.ca

Casa Loma, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 clcareercentre@georgebrown.ca

Waterfront, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 wfcareercentre@georgebrown.ca

GBCareers - view job postings and events: gbcareers.georgebrown.ca

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Amber Loi

43 Daisy Lane, 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)
200 Queen St. W
Toronto ON M5X 1T4
416-555-1100 ext. 321
cli@tdbank.ca

Wendy Whiteberry

Professor - Community Services, George Brown College
200 King St. East
Toronto, ON M5A 3W8
416-415-5000 ext. 555
wwhiteberry@georgebrown.ca