**REFERENCES**

**JAMIE WILDCAT**

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**REFERENCES**

Dr. J. Morgan, Professor

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Former Economics professor and faculty advisor

Beverley Sills, Owner

Small Business U.S.A.

100 Main Street

Ellensburg, WA 98926

509.925.0000 Sillsb@gmail.com

Current work supervisor

Jack Black, Director

Madcap Records

12 Maple Street

Seattle, WA

425.455.0000

Former volunteer supervisor

Selecting references is a critically important part of your job search. Choose individuals who know you well and can attest to your skills and work ethic. A combination of work supervisors and faculty provides a good balance. Other possibilities include university staff members, community leaders, and directors of civic organizations for which you have volunteered. Listing relatives or friends is not recommended because personal references do not carry much weight with employers. 3-5 references are recommended.

Before you list individuals as references, be sure to ask their permission. Provide your references with a copy of your resume so they can refer to it if called by an employer.

If it has been awhile since you first asked individuals to be references, touch base with them and update them on any recent activities and accomplishments.

Letters of recommendation differ from references because they are pre-written letters you send with your application. These are most often used in applications for graduate school, scholarships, fellowships, continuing education, etc., not for regular jobs or internships.