

REFERENCES & LETTERS OF RECOMMENDATIONS...

Who to Ask?

As early on as your freshmen year, you will want to be thinking of people that can speak on your behalf. A good rule of thumb: Always have 3-5 people that can serve as a reference for you. These individuals should not be friends or family and should be able to discuss your:

- Motivation
- Initiative
- Work Ethic
- Reliability and dependability
- Ability to work with others (team player)
- Acceptance of diversity
- Behavior/Classroom Management Style
- Professional Dress
- Oral and written communication skills
- Academic ability
- Skills and abilities

Some people you may want to consider asking to serve as a reference:

- Academic Adviser
- Intern/Student Teaching Supervisor
- Partnership Faculty/Practicum Supervisor
- Former Employer
- A faculty member that has had you in several classes
- Anyone that is familiar with your experience working with children or related field

You will not want to use your academic adviser from your freshmen year to serve as a reference for you if you have not been in contact with them since your freshmen year and you are upon graduation! Never assume your references are going to remember you, especially if it has been a while since you have been in contact.

If you have a reference, but can not locate them, do some research to find them or chose an alternative.

How to Ask for a Recommendation Letter or Reference

Never assume some one is agreeable to serving as a reference. Always ask references if you have their permission to use them as a reference BEFORE including their contact information on your Reference Page or on applications. you do not catch them off guard and unprepared!

Some things you will need from them:

- Correct spelling of their name
- Prefix (Dr., Mr., Ms.)
- Title/relation to you
- Phone number (including area code)
- Mailing Address
- Email address

Individuals may prefer you do not give out certain information. Please be considerate of their wishes. Always use work information unless instructed otherwise.

Additionally, you will want to provide your references with a copy of your resume and description(s) of jobs you are applying for. Providing the information ahead of time will help prepare them to speak on your behalf, giving you a better recommendation.

Keep your references up to date and informed. Be certain they are aware of your interests and future goals.

You may want to ask your references to proof read your cover letter and/or resume in addition to helping you prepare for the interview. Former employers will remember certain things about you or specific job duties that you may not remember.

If you have completed reference information on an application, there is no need to attach a Reference Page with your resume and cover letter. Otherwise, you will need to include references on a separate sheet of paper (using the same kind of paper you used for your resume and cover letter).

Reference Etiquette

Be sure to provide your references with TYPED (return) mailing addresses and stamped envelope(s). If you are unsure how to print labels or addresses on envelopes, ask your Career Counselor.

As a common courtesy, always follow up by sending a thank you note and informing your references of your status.

How should my Reference Page Look?

Attached is a sample of how your Reference Page should look. The same format and font from the resume and cover letter is used. For example, if you italicize your titles in your resume, you will want to do the same for your references titles/relationships to you on your reference page. Additionally, if you use periods/dashes/parentheses/etc. in phone numbers on your resume, you will want to do the same on your reference page.

Services Provided by Longwood

At the link below, you will find information regarding Longwood's Credential/Placement File. Upon request, the Career Center will forward documents such as official transcripts, test scores, cover letters and resumes, etc. to graduate schools and employers. At the link below, you will find the following:

- Guidelines
- Credential Release Form
- Recommendation Forms
- Request to Forward Forms

<http://www.longwood.edu/career/RecommendationForm.pdf>

REFERENCES

Ms. Ellen L. Masters

Academic Adviser

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Dr. Joe Broadway

Intern Supervisor

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Mr. Brian Abromowitz

Former Employer

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