

Key Points

References: When and What to Include

- There are **3 times** when you might need to provide references:
 1. On the job application
 2. On your resume
 3. At the job interview
- You need to have up-to-date and accurate contact information for each of your references.
- Include your reference's first and last name, title or relationship to you, place of business, mailing address, phone number, and email address.