

## Key Points

### *How to Ask for References*

- Decide how you will ask someone to be one of your references: In person, by phone, or through email.
- Be sure to make this request in a quiet and non-distracting setting.
- Plan what you will say and how you will say it ahead of time.
- Ask your reference which email address, phone number, and mailing address they prefer for you to use.
- Provide your references with a copy of your resume.
- Be sure to say “thank you” when someone agrees to be a reference for you.