

## References

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A reference is someone who can speak to your past performance, work habits, and skills. A potential employer may call or email them to ask questions about you during the application process.

### CHOOSING REFERENCES

- References should, unless otherwise stated, be someone who knows you in a professional capacity, like a former supervisor or teacher. Do not use parents or friends as references.
- Ask individuals who will provide honest and positive recommendations.
- **Ask their permission.** Never assume someone is okay with being a reference. Getting permission gives your reference notice and time to plan what they are going to say.

### AFTER

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