

**“YOU’RE HIRED”**®



**—YOUR—**  
*ultimate guide to creative*  
**References Lists**®



*American Marketing Associates*  
—AMA—

## **Mission Statement**

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

### A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

## **Web-site Security Statement**

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

## **REFERENCE LISTS**

# An Overview

If you want to have a “winning” Reference List, it is recommended that you use the 5-step process defined below.

Step One: Always have, at least three (3), but not more than six (6) references.

Begin by developing a list of individual to contact. Your ideal references will be employed individuals who you have had contact with in your working experience, such as:

- co-workers,
- supervisors,
- school teachers, classmates,
- work contacts like vendors, suppliers, service people,
- church members, clergy,
- members of a professional organization, etc.

Step Two: For each reference include their name, job-title, company name, business address, business telephone number, and if available an E-mail address. If any of your references are NOT employed, consider using their job-title from their most recent job. Otherwise, do not use a job-title and company name, but simply use a home address and telephone number.

**Note:** Always put your own name, address, telephone number, and E-mail address, in the upper left corner, as shown on the example.

Step Three: Before distributing your list contact each person on the list to be sure they are willing to be a reference and will give you a GOOD reference.

Step Four: Give a copy of your current résumé to each of your references. They may wish to refer to it if/when they are contacted by a prospective employer. They may even end up passing off your résumé to someone they know, and in doing this get another potential job-interview for you.

Step Five: Take at least 2-copies of your reference list with you to every job-interview. Then, if you are asked if you have any references you can say “*Sure, how many copies would you like?*” Doing this shows the interviewer that you are fully prepared, and have thought ahead about THEIR needs, which can also “win” some favorable points, for you, in your interview.

Occasionally, you will be given a job application to complete that has spaces for listing your references. If so, simply print them out on the application.

The following page is template/example of a quality reference list. Putting a border/box on the page show attention to detail and some computer skill, plus this format is clear and easy to read.

Name Here  
555 Address Way  
City, State 95555  
(777) 555-7777  
E-mail name@aol.com

## **REFERENCES**

### **DAVE TREETRIMMER**

General Manager  
ABC Entertainment  
888 Ventura Street - Suite #58  
San Jose, CA 95555  
(111) 555-7777

### **TERRY TREETRUNK**

Deputy Director  
DEF Software  
1111 Kiel Boulevard  
Sacramento, CA 95555  
(222) 888-9999

### **BARBARA TREETOP**

Marketing Manager  
GHI Products Distributors  
666 Watson Avenue  
Sarasota Springs, FL 35555  
(333) 666-7777

### **NANINE BRANCH**

Production Assistant  
JKL Innovations  
4444 Smythfield Road  
San Francisco, CA 95555  
(444) 222-3333

### **TOSH ROOT**

Sales Representative  
MNO Sales & Service  
999 Holloway Court - Suite #13  
Sale Lake City, UT 95555  
(555) 888-9999

# Thank You

For reviewing the “References Lists”

you may wish to consider using other

*Resume Winners.com*

workbooks

in the

**“YOUR HIRED”**

*Series*

Check out all the **“Products”**

*Including: “Your ultimate guide to creative...*

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired—Kid – résumés for 14-19 year old youth*

—**PLUS**—

Check out all of the FREE information and guidance

by clicking on **“Free Stuff”**

For example the incredibly informative **“FAQs”**  
or check out **“About Us”** and/or the **“You’re Hired” Series**  
to learn about other useful materials available for  
your job-search.