
CV+ Activity 06

References



www.cvplus.co

‘References’ on CVs relate to the people who your new potential employer can ask to vouch for you; in other words, to check that the facts on your CV are true and to tell him/ her more about your character and personality if necessary.

Your new employer will contact your referee to find out more about you and your skills and personality before offering you a job, so you should always check with your referee before adding them to your CV.



Mentioning 2 people on your CV as references is sufficient.

It's a good idea to use people who you have worked for in the past, who have seen you using the skills you have mentioned in your CV.

If you don't have any work experience at all, you could possibly ask a family friend who is a professional person or maybe your headmistress or headmaster.



For this activity:

Scroll right to the next step.

Step 5 of the 5 steps of the CV Wizard is 'References'.

5. References ✕

WANT TO SHOW YOUR REFERENCES?

HIDE

*If you choose to hide your referee's details, this will not appear on your CV. References available on request

NAME OF REFEREE

Referee Name

NAME OF ORGANIZATION

Organization

ROLE OF REFEREE

Please select


EMAIL ADDRESS

Email Address

PHONE NUMBER

Phone

Need a bit of help?



HERE ARE A FEW TIPS:

- A referee is will reassure the employer that you are an honest person and would bring value into their company
- Choose 2 suitable people. Past managers, key customers or perhaps your course tutors if you've not worked yet
- Always get permission from your referees before you add their details to your CV
- Never make negative comments about past employers on your CV or at interview; be positive