

Job Tips

Letters of Reference

by Christopher Jones

(NAPSA)—The humble letter of reference remains a powerful tool, especially in a tough job market. Supervisors move on. They change jobs and cities. However, a good letter of reference lives quietly in your portfolio, regardless of what destiny has in store for your former bosses.



It may be a good idea to wait a few days after giving notice to request a reference letter.

The ideal time to ask an employer to write a letter of reference is after you've given notice that you're leaving.

If you ask for the letter before you're ready to move on, your employer may suspect you're looking for a new job.

Wait too long after you're gone and the employer may not remember you well enough to put together a convincing letter.

Wait a couple of days after giving notice to request a letter from your current supervisor.

If you're approaching a former supervisor, provide a copy of your current resume along with some concrete examples of your career achievements.

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