

# Career Best Practice:

## How to Get an Awesome Recommendation

Having references or recommenders is a way for a new organization to get a feel for your workstyle and how you really function in your day to day. There is a lot of responsibility wrapped up in being someone's reference, so when you ask, don't take it lightly.

**The Ask:** Ensuring your recommender is not only knowledgeable about your skills and interests, but also the opportunity they are recommending you for.

Not all recommendations are enthusiastic, even if your person has committed to writing you one. Remember to clarify that they would be willing to write you an *enthusiastic* recommendation or reference.

Presentation and clarity are key for the success of any written document on your behalf.

### The Power 3:

#### 1. Share your updated resume

Nobody wants to go in flying blind. Even if you're recommender knows you well, a resume sets a good base for them to work from.

#### 2. A brief outline about why you are a good fit for this position

3-5 attributes or skills you wanted highlighted in your recommendation. This is a great place to enter your statement of purpose.

Your recommendation may know one or two really great things about your skills and work, but don't let the well run dry. Make sure they know what to highlight.

#### 3. Description and instructions about the position

Never leave your recommender without a clear path and reminders. They are busy people, too. It's all too often that your recommendation may be second priority. Be proactive.