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PLEASE NOTE: All address information, phone numbers, and email addresses MUST be approved for release by the reference. NEVER list someone as a reference without his or her approval. Also, give a copy of your completed resume to your references so they are aware of all of your experience, education, and activities. Check the telephone numbers and email addresses of your references frequently; these often change. Be sure to keep your references informed regarding your job search progress and thank them for their assistance.