

# REFERENCE TEMPLATE

**Name (Bold, size 14 or 16 font)**

Street Address (optional) | City, St ZIP

Phone Number (s) – if using more than one, indicate home (H), cell (C) | Email address (appropriate and professional)

Reference(s):

Reference Name

Title

Company/Organization Name

Company Street Address

City, State ZIP Code

Work Phone

Email

Reference Name

Title

Company/Organization Name

Company Street Address

City, State ZIP Code

Work Phone

Email

Reference Name

Title

Company/Organization Name

Company Street Address

City, State ZIP Code

Work Phone

Email

\*\*\*If your reference is retired, please use their personal address, phone number and email address.

\*\*\*Standard Font: Times New Roman, Size 12