

# References Outline

## Sally B. Student

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### References

**Name, Title**

*Company Name*

*Street Address, City, State, Zip Code*

*Email*

*Phone Number*

**Name, Title**

*Company Name*

*Street Address, City, State, Zip Code*

*Email*

*Phone Number*

**Name, Title**

*Company Name*

*Street Address, City, State, Zip Code*

*Email*

*Phone Number*

### Reference    ampl

**John Smith, Owner**

*John's Bakery Shop*

*1234 Southside Lane, Chambersburg, PA, 17202*

*John.Smith@gmail.com*

*(717) 123-1234*

### Reference Tips

- Always ask the person beforehand if you can use them as a reference.
- Use the person's professional address.
- Ask the person what email they check frequently.