

# Appendix B: References

## SAMPLE REFERENCE SHEET

Your Name  
Street address  
City, state, and zip  
Telephone Number(s)  
e-mail address

## REFERENCES

Name of reference  
Title at his or her organization  
Organization Name  
Street address  
City, state, and zip  
Work Phone  
Home Phone (if it's a personal reference, rather than a professional reference)  
Relationship to you (if it's not clear from your resume and cover letter)  
Skills/projects of your that this reference might discuss (optional)

Name of reference  
Title at his or her organization  
Organization Name  
Street address  
City, state, and zip  
Work Phone  
Home Phone (if it's a personal reference, rather than a professional reference)  
Relationship to you (if it's not clear from your resume and cover letter)  
Skills/projects of your that this reference might discuss (optional)

Name of reference  
Title at his or her organization  
Organization Name  
Street address  
City, state, and zip  
Work Phone  
Home Phone (if it's a personal reference, rather than a professional reference)  
Relationship to you (if it's not clear from your resume and cover letter)  
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Name of reference  
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