Susan Smith

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**123 Railroad Ave. ▪ Syracuse, NY 13335**

**Phone** [**(315) 298-198**](https://www.google.com/voice#phones)**7 ▪ Cell (315) 387-9536**

References

Adam Smith Mr. Smith was my supervisor for the

VP Marketing\* entire 6 years I was with the company.

ABC, Inc.

500 Ideal Way

New York, NY 10025

William Gold Mr. Gold & I were responsible for the

Project Manager\* implementation of the corporate wide

Winter Foods, Inc. logistics initiative for the past 2 years.

220 Wall St.

New York, NY 10002

Name Description of association

Title\*

Address

Phone Number

\* Title is not necessary.

Note 1: It may be best to request personal contact information, as many corporations have specific guidelines regarding feedback provided on a reference. If you use personal contact information, the individual is at liberty to speak at will.

Note 2: The References Sheet should be on the same paper and have the same letterhead as your Resume.