

SUSAN SMITH
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REFERENCES

Adam Smith
VP Marketing*
ABC, Inc.
500 Ideal Way
New York, NY 10025

Mr. Smith was my supervisor for the entire 6 years I was with the company.

William Gold
Project Manager*
Winter Foods, Inc.
220 Wall St.
New York, NY 10002

Mr. Gold & I were responsible for the implementation of the corporate wide logistics initiative for the past 2 years.

Name
Title*
Address
Phone Number

Description of association

* Title is not necessary.

Note 1: It may be best to request personal contacting 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 page should be on the same paper and have the same letterhead as your Resume.