

**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 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.