**(Use Resume Letterhead)**

**References**

Adam Smith Mr. Smith was my supervisor

VP Marketing\* for the entire 6 years I was

ABC, Inc. with the company.

500 Ideal Way

New York, NY 10025

William Gold Mr. Gold & I were responsible

Project Manager\* for the implementation of the

Algone Foods, Inc. corporate wide logistics

220 Wall St. initiative for the past 2 years

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 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.