

Clyde Glide

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Put the first and last name of the person who is your reference
Put that person's job title, such as "Manager" or "Director"
Put the department where your reference works
Put the name of the company such as "Graphic Design Corporation"
Put the street address number
Put the city, state, and zip code where the company is located
If you know the person's email address, put it here
Put the area code and the phone number of the reference