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**Format: Font Arial size 16 Bold**

**Line 1: Last name, first name**

**Line 2: Street address and Apt. apt number if applicable**

**Line 3: City, state (state abbreviation in caps) zip**

**Line 4: Phone type (Cell:/Home:/Work:) followed by number**

 **Each phone type should be on a separate line**

 **The phone number should be in format xxx xxx xxxx**

 **Note that there is a space between each part of the**

 **phone number**

**Line 5: Email: followed by actual email address or none**

**Do not put part of an entry on one page and the rest of the next page; if the entry won’t fit on a page, then put blanks (carriage return) before the entry until the entry is completely on the next page.**

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