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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, not a hyphen**

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

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