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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**

**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.**

**Separate entries on the same page by a blank line.**

**Put a blank line between the last entry on one page and the first entry on the next page.**

**Maximize the number of entries on a page: If you delete an entry, put the next entry on the page if it will fit, and go through the rest of the document to minimize the number of pages in the document.**

**Sometimes there is inconsistent spacing between entry lines.**

**Check the paragraph setting under the Home tab. Spacing should be 5 pt before and after, and line spacing should be set to Single.**