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%XVLQHVV &DUHHU &HQWHU ‡

‡ EXVLQHVVFDUHHUV#PDU

Current Address
0LOZDXNHH

&DUOD +HUQDQGH]

Permanent Address
+RPHWRZQ

F DUOD #PDUQGH]#PDUTXHWWH HGX

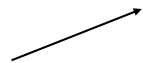


Contact Information: Even when providing two addresses, providing one phone number is sufficient. Select the phone number where you will be reached most reliably and maintain a professional voicemail message.

0LOZDX,NHH

&DUOD +HUQDQGH]

F DUODQGH]#PDUTXHWWH HGX



Abbreviations: If you abbreviate your state in your header, be sure to do so throughout your document.

HEADER & CONTACT INFORMATION TIP

Avoid headers and text boxes. Often, these formatting approaches can be more difficult to edit and do not always load or print correctly for employers.