



HEADER & CONTACT INFORMATION

Current Address

123 Main Street, Apt. 4
Milwaukee, WI 12345

Carla Hernandez

(414) 555-1234
carla.hernandez@marquette.edu

Permanent Address

123 Apple Lane
Hometown, WI 53202



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 greeting.*

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Abbreviations: *For consistency, write street names in full (Main Street) or use abbreviations consistency: E. Main St.*

HEADER & CONTACT INFORMATION TIP

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