

Use preferred first name, preferably with no middle initial. NO titles (Dr., Mr., Mrs., Ms.) May use highest educational suffix, if desired. Use second line for name or job title only if necessary due to length.
Print on white card stock. **FONT:** Arial (regular type, not bold, italic, small caps or all caps) **SIZE:** Name = 48 pt. Job Title = 24 pt. **LINE SPACING:** Indent each line .5"; 0" before & after paragraphs; 1.25" between lines.
If you have any issues with this template please contact the Office of Institutional Advancement.

Name

Job Title

Name

Job Title

Name

Job Title