



HEADER & CONTACT INFORMATION

Current Address
Milwaukee, WI

Carla Hernandez

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

Permanent Address
Hometown, WI



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.*

Milwaukee, WI

Carla Hernandez

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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.