**\*\*\*\*Please do not change formatting or fonts—copy and paste as-is. Be sure to use the proper logo for your department (link in comments)\*\*\*\***

**Sample for The Children Guild Alliance:**


 **First Last, credentials**
*Title*

 **TranZed Academy for Working Students**
6802 McClean Blvd.
Baltimore, MD 21234
c: xxx.xxx.xxxx
[www.tranzedacademy.org](http://www.tranzedacademy.org)

(\*\*Please note the phone format is dots between sets of numbers. Add landline and/or fax as necessary. If you have a Guild issued cell phone, it must be listed\*\*)