**Standard Version**

\_\_\_\_\_\_

**First Last (Black, Bold, 11pt)**

Job Title (Black Regular, 11pt)

**East Carolina University (Purple, Bold, 11pt)**

School, College, or Department Name (Purple, Regular, 11pt)

Mailing Address | Mail Stop XXX (Black, regular, 10pt)

City, State and Zip + 4 (Black, regular, 10pt)

Office: XXX-XXX-XXXX | email address (Black, regular, 10pt)

web address (no “www”) (Black, regular, 10pt)



**Shortened Version**

\_\_\_\_\_\_

**First Last (Black, Bold, 11pt)**

Job Title (Black Regular, 11pt)

**East Carolina University (Purple, Bold, 11pt)**

Office: XXX-XXX-XXXX | email address (Black, regular, 10pt)

**SAMPLES**

**Samples**

 **PeeDee Pirate**

Mascot

**East Carolina University**Department of Athletics

1000 E. Fifth St.

City, State and 27858-4353

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<https://ecupirates.com/>



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Mascot

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