**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

Office: 123-456-7890 | peedee@ecu.edu

<https://ecupirates.com/>

A purple letter on a white background

AI-generated content may be incorrect.

**PeeDee Pirate**

Mascot

**East Carolina University**

Office: 123-456-7890 | peedee@ecu.edu