

COVER PAGE

The cover page identifies you. It contains your full name and contact information including your home address, phone number and email address. You will also put the date you completed the portfolio at the bottom. Follow the directions exactly when completing your COVER PAGE.

On the cover page, center each of the entries:

- Type in your capitalized COMPLETE NAME. Include your middle initial followed by a period. For this entry, use **BOLD** 16 point font. Start about one-fourth of the way down the paper.

Example:

MARY A. JONES

- Double-space after the name.
- Reduce the font to 14 point size, turn off the “caps lock” and turn off the BOLD for the remainder of the page
- Enter your home street (mailing) address, hit return (enter) once
- Enter your city, comma, state abbreviation, and zip code, hit return (enter) twice
- Type, “Home Phone: (xxx) xxx-xxxx” hit return (enter) once
- Type, “Email: xxxxx@xxxxxx.xxx”
- Hit return (enter) until the cursor is almost to the bottom of the page.
- Type the date. Example: June 6, 2006

When completed your title page will look like this:

<p style="text-align: center;">MARY A. JONES</p> <p style="text-align: center;">1234 Main Street Anytown, CA 92316</p> <p style="text-align: center;">Home Phone: (xxx) xxx-xxxx Email: xxxxx@xxxxxx.xxx</p> <p style="text-align: center;">June 6, 2006</p>
