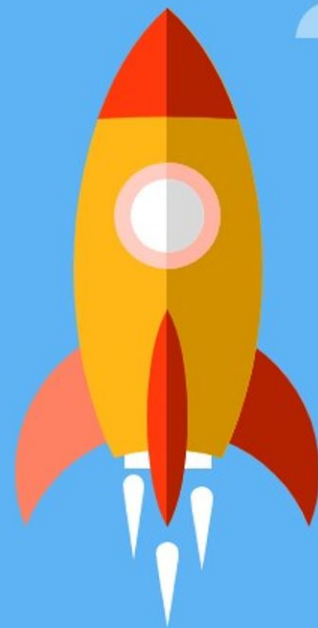# BUSINESS & PROFESSIONAL FONTS

Sticking With Basics Avoids Mistakes

➢ Fonts: Times New Roman or Arial

➢ Left-align paragraphs

➢ Title capitalized

➢ Consistent spacing and caps