

Email Signature

Font: Calibri, SIZE: 10pt, Black

Credentials: Calibri, SIZE: 8pt, Black

Link Color: Burgundy (#860038 or R=132 G=0 B=56)

Credentials are optional.
For example, Ph.D. If you graduated from Dominguez Hills you may include your graduation year, M.A. ('98) etc.

Use smaller text size for credentials 8pt.

Title in bold text. Short titles may go on same line as name, separated by longer dash. Long titles may be moved to next line down or go on more than one line without dash.

First name, Last name in bold.
You may include additional identifiers such as middle initial if desired.

Include your department name.

Update with your office phone number.

Name, CREDENTIALS ('XX) – Title
Unit Name
California State University, Dominguez Hills
1000 E. Victoria Street, OFFICE LOCATION
Carson, California 90747
T: (310) 243-XXXX | E: emailaddress@csudh.edu
www.csudh.edu



To type the pipe or vertical bar, look for the backslash symbol on your keyboard

Long Title Format Option:

- Long names and titles may look better on separate lines.
- If you have more than one title you can list titles on two lines.

Name, CREDENTIALS ('XX)

Title

Unit Name

California State University, Dominguez Hills

1000 E. Victoria Street, OFFICE LOCATION

Carson, California 90747

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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Additional contact number formats:

If including additional contact numbers, move the email address to the next line.

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Unit Name

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Option for three contact numbers.

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