The recommended font is Open Sans and can be downloaded from the [Typography webpage](https://www.washington.edu/brand/graphic-elements/font-download/) if it’s not currently on your operating system, otherwise use Calibri, Arial or Verdana as a substitute font.

**YOUR NAME** (all caps, bold, font size 12pt, color gray)
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University of Washington College of Education (font size 11pt, color gray)

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