

HOW TO PRINT MAILING LABELS

The Personal History Statement (PHS) packet includes two blank Avery 5160 sheets. They're for you to print address labels that your background investigator can use when contacting your references.

Handwritten labels are not accepted. You need a word processing program like Microsoft Word, Google Docs, or Apple Pages. For detailed instructions, follow one of the links below:

Microsoft Word — <https://labelsmerge.com/guides/how-to-make-labels-word>

Google Docs — <https://labelsmerge.com/guides/how-to-make-labels-google-docs>

Apple Pages — <https://www.avery.com/help/article/how-to-print-labels-in-apple-pages>

Make a label for every person you name in your PHS, the same order as you listed them in the packet — from your relatives to your references, to the landlords of all your residences, and to your supervisors and co-workers of all your past and current employers.

Mailing labels should have the following format:

Jim Smith 6891 Springfield Drive San Diego, CA 92114
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Employers — include past and current employers. Company name should be on the first line. The second line brings it to the attention of Personnel, Human Resources, or (if your supervisor still works there) your supervisor, in which case use your supervisor's name. Example:

Culligan Water Company Attn: Human Resources 3515 Olive Street Lemon Grove, CA 91945

You should still create a label for employers that are no longer in business — just use the last known address. For those in the military, your military employment label must be addressed to your current Commanding Officer.

Landlords — create two labels for each landlord, one for their address and the other listing your name, where you lived, and when you lived there. Example:

Coronado Terrace Apts. Attn: Manager, Sue Smith 1127 25 th Street San Diego, CA 92111

RE: (Your Name) LIVED AT: 1127 25 th Street, Apt. #3 San Diego, CA 92111 FROM: 9-93 to 8-98
