**YOUR\_DEPARTMENT\_OR\_UNIT – Your\_Name, YOUR-OFFICE**

**Executive Summary**

<your\_executive\_summary\_goes\_here>

**Details**

* Your\_first\_detail\_bullet\_goes\_here
* \_more\_of\_the\_same\_

**End of Report**

**Example: Delete before Saving**

**ACCOUNTING – Alistair Cooke, DSO-AC**

**Executive Summary**

This executive summary should be concise and to the point, giving the highlights, without the details. Try to limit it to one or two paragraphs of about 100 words each. Any sentence should answer what-why-when-where to the degree possible to convey the entire concept.

For example: “A toy drive to benefit the children of active duty members collected 150 new toys from members around the district.”

**Details**

* Received donation from the Red Cross
* Purchased 100 award plaques
* Balanced the checkbook

**End of Report**