Quote full title of the report that is summarized.

Use the

introduction to

draw the reader's

attention.

Include name of authors and date of executive summary.

Executive Summary Human Health Risk Assessment

Smith & Jones Environmental Consulting Inc.

U.S. Naval Air Station Farmington, Wyoming Prepared by Smith & Jones Environmental Consulting Inc. for the United States Navy

March 15, 2002

REPORT SECTION

PAGE REFERENCE

Pg. 2-3

INTRODUCTION:

This document summarizes the results of a report entitled Human Health Risk Assessment for U.S. Naval Air Station Farmington, Wyoming (NASFW), Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Vivamus ac justo. Quisque mollis tincidunt nisl. Sed quam lorem, tristique eget, dapibus elementum, interdum nec, risus. Curabitur convallis. Proin et ante eget dui bibendum dignissim.

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OBJECTIVE:

Pg. 9

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CONCLUSION (Summary of Findings):

Pg. 56-62

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Be sure to include only the most relevant information from each section.

Smith & Jones Consulting Inc. Executive Summary (NASFW) – March 2002 – page 1

References to page numbers and appendicies help the reader find additional information.

The main conclusions of the report should be simply stated near the beginning.

The introduction should identify the report and the purpose of the study.

Use the same subheadings as the actual report.