Contact Information

Some say that your contact information is one of the most important parts of a resume because no matter how good you look on paper, if an employer is unable to get in contact with you, you won't get the job! Therefore, be especially careful when typing up your name, address, phone number(s), and email on your resume. Here are some tips that will help you in completing this first section of your resume.

- List all your contact information at the top of your resume. Make it easy for the employer to contact you!
- Make your contact information stand out! Consider using bold and increased font sizes for this section (e.g. 14 or 16 point font size).
- Use your first and last **legal name**. You can include your middle initials or your complete middle name if it is not too long.
- List your home or P.O. Box **address**; wherever you receive mail.
- When writing the city and state, consider using the state two-letter abbreviation (e.g. instead of " Hawaii," write "HI") when it appears before an zip code. Although employers may not be picky about this, this is the correct Business English format when writing city, state, and zip code address information.
- List your home and cellular **telephone numbers** including your area code (in parenthesis). Make sure that everyone who answers your home telephone knows you are applying for a job, answers the phone professionally, and can take accurate messages. You should have an answering machine that includes a short, clear, and professional greeting.
- If you choose to include your cellular phone number on your resume, also include your area code. Be sure to check your voicemail greeting. Does it sound professional? Do you have a long introduction with music? If so, delete it and record a short and simple message which includes your name.
- Be aware that your cellular phone can ring anytime. An employer might call when you are driving, shopping, in a noisy area, etc. and you may be caught off guard. Therefore, you may choose not to give an employer your cellular number and just give them your home phone number.
- If you have an **email address** and check it on a daily basis, then you may want to include it in your contact information. Remember, your email address will give the employer a first impression of you so keep it professional. Addresses like buff_bear8236@hotmail.com or sweet_baby_doll@yahoo.com are too familiar and not professional. Instead, consider creating a special email address and user name while searching for a job and check that account daily.
- If you are applying for a position that is related to web pages, include your current **web address**. Be sure that it is updated regularly in order to represent you in a positive manner.
- Lastly, proofread your contact information. You don't want to miss out on a job opportunity because you mistyped your phone number!