The Contact Information Section

What is the Contact Information Section

The contact information section is the information that employers need in order to bring you through the hiring process, without it, you will not get the job.

Creating your Contact Information Section

Your contact information is probably the most important section in your resume, and so it is important that you get it right and **proofread** it. When you create it, you should also check to see if the employer has any specific requirements. There are a few other important formatting tips:

- Name on top.
    - Can be a bit bigger than the rest.
- Do not make it a header, it should only appear on top of your first page.
- Use consistent text alignment.
- Make sure to include at least two methods of contact.

What Belongs in the Contact Information Section

There are numerous things that belong in this section. Some of them are optional, and some of them are absolutely necessary. Here is a list of both:

Necessary:

- First Name.
    - More on names below.
- Last Name.
- Email Address.
    - Must look professional (such as yourname@gmail.com).
    - Should be a well known email address site such as gmail, or an institutional email such as @lakeheadu.ca.
- Phone Number.
    - Include the full number, including area code.
- City and province or country.
    - Provinces or Countries can be abbreviated.
    - If you are planning on relocating, say so here and in a cover letter.

Optional:

- Professional abbreviations (Such as MD) can be used.
    - Try to avoid using titles at the beginning of your name.
        - For example, use "Name PhD," instead of "Dr. Name"

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- Linkedin URL
  - Make sure to customize it. Look online to find out how.
- Portfolio links.
- Website/Blog
- Skype handle or Google hangouts URL
- Mailing Address
  - In the past this was considered necessary but with the development of email and recognition of potential safety issues, this is not as important to include.

What does not Belong in the Contact Information Section

There are some things that, while they are contact information, should not be a part of this section, either due to professionalism or culture. Here is what should not be included:

- Date of birth.
- Unprofessional email address.
- Pagers or fax numbers.
- Your current job's phone number or email address.
  - Unless your employer is aware of and okay with it.
- Headshot or any other image.
- Second email/phone/mailing address.

Writing your Name in your Contact Information

Names can be challenging, whether you have changed your name, are trying to, have a preferred name, or a nickname that is important to you, but they are an integral part of the hiring process and your resume. In general, you should use your full legal name if possible, but there are many reasons why you might not and **that is okay**. The key is to be consistent, as long as all of your information on your email, cover letter, resume, etc. are the same there should be no issues. You may have to disclose your legal name once you have been hired, but you likely won't need it before then.

If you have a nickname (different from a preferred name) be conscious of whether it is an appropriate nickname. Usually if it is a shortened version of your name then that is fine, but if it is not, then likely it is not professional and should not be included.