Contact Information

Before diving into writing our resume, it's crucial to grasp the ins and outs of each section, recognize their significance, dispel any misconceptions that might exist about them, and learn how to format them effectively. This groundwork ensures our resume highlights our qualifications in the most impactful way.

Importance of contact section

When we apply with our resume for a specific job, the contact section is the one by which the employer contacts us. That's why it is important to have the right and accurate information in this section.

Right Structure for resume's contact section

The basic structure must include our full name, phone number, LinkedIn profile, and Email address also some people tend to add their profile picture and their complete address.

1. Full Name :

- It is advisable to use full name wherever you go because it creates very good impact and impression on the other person.

- So whether in personal or professional life, always use full name and in resume it is important to always use our full name.

2. Phone Number :

- Use the phone number on which we can be reached out easily by our recruiter.

- It is advised to have professional voice mail greeting so that whenever he/she calls you they get professional greeting, it creates a very good impact.

- It will be great if you can monitor that professional mail in regular basis.

3. LinkedIn Profile :

- Adding linkedIn profile or any professional social media profile can be very helpful.

- Considering linkedIn, it provides an amazing platform for you to showcase your experience, achievements and endorsements.

- If we have other social media platform which is tailoring to our job, for example, you have a personal website or a portfolio page, it can be added.

- You have to make sure that the website you are providing should be active and up to date before adding it to resume.

4. Email-Id :

- Your email-id should reflect professionalism, so avoid using unprofessional or casual written email addresses' name.

- Select an email address that features your name and ensure it aligns with your personal branding goals and image that you want to portrait to your potential employers.

Make your contact section standout

- Many people are not much concerned about the contact section, but it is important to make it professional.

- Formatting and right placements are very important in contact section.

- Ensure that contact information is displayed at the top of the resume and clearly visible.

- Make font size of full name a little bigger than above, so that it catches a quick attention from the recruiter and they remember your name.