

Resume Contact Optimization

This playbook describes the best practices for presenting and formatting contact information on a resume. It outlines what essential details to incorporate to ensure you're easily reachable by potential employers.

Step 1: **Header Selection**

Choose a prominent location at the top of your resume for your contact information. This typically belongs in the header.

Step 2: **Name Inclusion**

Ensure your full name is presented clearly as the first element of your contact information.

Step 3: **Professional Email**

Include a professional email address that incorporates some variation of your first and last name.

Step 4: **Phone Number**

Provide a current phone number, ideally a mobile number where you can be reached directly.

Step 5: **Mailing Address**

Consider adding a mailing address, though this is often optional. A city and state will suffice, particularly for privacy and relevancy.

Step 6: **LinkedIn Profile**

Add a LinkedIn profile URL, making sure the profile is updated and matches the resume for consistency.

Step 7: **Additional Platforms**

Optionally, include links to other professional platforms or portfolios if relevant to the job application.

Step 8: **Formatting**

Consistently format the contact information. Use the same font and style as the rest of the resume for a cohesive look.

Step 9: **Proofreading**

Double-check all contact information for accuracy. Misspellings or incorrect details can result in missed opportunities.

General Notes

Hyperlinks

Ensure that your email address and LinkedIn URL are hyperlinked for ease of contact.

Privacy

Only include personal details you are comfortable sharing publicly, considering your resume may be uploaded to job boards or shared with numerous individuals.

Email Signature

Match the email signature in your professional email to the contact information on your resume for a professional touch.

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