

RESUME CONTACT INFORMATION SECTION

OVERVIEW: Most employers prefer the contact information to be formatted as if they were going to send you a letter. Some degrees may require you to be creative with this section by creating a logo. If this applies to your degree program, consult with the Career Planning and Placement office or a faculty member for additional information.

LAYOUT:

- **Name**
 - **“Susan Student”**
 - Remember: **Center** your name and use **bold and larger font size, 14-16 point**. Everything else in the heading can be done in **11-12 point** font.
- **Address**
 - List your current address or list present and permanent address.
 - Since “less is more” in advertising, abbreviate Michigan as “MI” throughout resume.
- **Phone Number(s)**
 - If more than one phone number is available, list the one that you can most easily be reached at during the day followed by a secondary phone number. If one number is truly better than the other, you may list only one.
 - Example: (989) 888-7777 (Cell) / (989) 999-8888 (Home)
 - (989) 888-7777
 - Please be sure that your voicemail message sounds clear, positive and powerful.
 - Be aware of any “ring back” tones that may not represent you in a professional manner.
- **E-mail Address**
 - Consider listing if:
 - It is an appropriate/professional type of email address
 - Note: **No nicknames**
 - You check your email account at least every 48 hours.

EXAMPLE:

Susan Student
111 Curtiss Hall
University Center, MI 48710
(989) 964-4954 <use the best number to reach you>
careers@svsu.edu