**RESUME CONTACT INFORMATION**

Before getting into the major sections of the resume, let’s briefly address the very top section: your name and contact information.

**Name**

You would think that writing your name would be the easiest part of writing your resume but you should consider the following factors:

* Although most people choose to use their full, formal name at the top of a resume, using the name by which you prefer to be called is becoming more acceptable.
* Keep in mind that it is to your advantage that readers feel comfortable when calling you for an interview. Their comfort level may decrease if your name is gender-neutral, difficult to pronounce, or very unusual; they don’t know how to ask for you. You can make it easier for them by following these example:

Lynn T. Cowles (Mr.)

(Ms.) Michael Murray

Tzirina (Irene) Kahn

Ndege “Nick” Vernon

**Address**

You should always include your home address on your resume. If you use a post office box for mail, include both your mailing address and your physical residence address. An exception to this is when you are posting your resume on the Internet. For security purposes, include just your phone and email contact as well as possibly your city and state with no street address.

**Telephone Number(s)**

Your home telephone number must be included so that people can pick up the phone and call you immediately. In addition, you can also include a cell phone number.

**Email Address**

Without question, if you have an email address, include it on your resume. Email is now often the preferred method of communication in job search, particularly in the early stages of each contact. If you do not have an email account, you can obtain a free, accessible-anywhere address from a provider such as www.yahoo.com, www.microsoft.com, or www.gmail.com.