

HEADER/CONTACT INFORMATION SAMPLES

NOTE: The examples below show the minimum information needed for an employer to contact you. Depending on your targeted industry, you may include other relevant data, such as a link to an online work portfolio.

You will notice that none of these examples includes a complete home address. The Career Development Center advises all students to omit this information unless specifically requested by an employer. Refer to our CDC Statement on Addresses for more information.

Minimum Information Needed

<p style="text-align: center;">YOUR NAME Cell Phone [(###) ###-####] Rutgers Email Address [NetID@scarletmail.rutgers.edu] LinkedIn URL [linkedin.com/in/yourpagehere]</p>

Example #1 (basic information)

<p style="text-align: center;">BESSIE NELMS HILL (973) 555-5555 bnh1981@scarletmail.rutgers.edu linkedin.com/in/bessienelmshill</p>
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Example #2 (with partial home address)

<p>Bessie Nelms Hill Newark, New Jersey 07102 973-555-5555 • bnh1981@scarletmail.rutgers.edu • linkedin.com/in/bessienelmshill</p>

Example #3 (planned relocation)

<p style="text-align: center;">BESSIE NELMS HILL Greater Seattle-Tacoma-Bellevue, WA Metro Area (206) 555-5555 ■ bnh1981@scarletmail.rutgers.edu ■ linkedin.com/in/bessienelmshill</p>

Example #4 (with additional link to portfolio)

<p>BESSIE NELMS HILL (973) 555-5555 bnh1981@scarletmail.rutgers.edu linkedin.com/in/bessienelmshill Work Samples: www.wix.com/bessienelmshill</p>
