

Statement on Addresses

Including your full mailing address on your resume has been a standard practice, and many resume templates and samples still include it. Under most circumstances, however, The Career Development Center recommends all students and alumni either reduce or remove this information entirely from their resumes for several reasons:

Protecting your privacy. Marketers, scammers, and online snoops all want your data. Removing your address from your resume reduces the likelihood of it falling into the wrong hands. For more information about fraudulent postings, click here: http://cdc.newark.rutgers.edu/CDCRUN18/Foms_Handouts/Posting_Scam_Warning.pdf.

Reducing potential bias. Employers have made assumptions from candidate addresses about many things, including commuting ability, willingness to relocate, and even personal net worth. This happens across all zip codes, as this situation from Lehigh University demonstrates: <https://www.hirelehigh.com/blog/learn-from-me-the-pros-and-cons-of-including-a-full-address-on-your-resume>.

Conserving resume space. By removing this information, you may now have room for an additional resume bullet or another item of interest that will promote your candidacy.

Frequently Asked Questions (FAQs)

What if an employer requests my full address on a job application?

We recommend following their instructions. Certain employers do require your home address up front, namely government employers who may have residency requirements. Disclosing your full address to individual employers is generally safe, as they are required by law to keep the information confidential.

I want to show employers I am a local candidate. How can I do this if I leave my address off?

You can remove the street address (e.g., 180 University Avenue) and keep the city and state (e.g., Newark, New Jersey or Newark, NJ 07102).

I am relocating and don't want to be passed up by employers in my new city. What are my options?

Similar to above, you can use the city and state of your planned relocation (e.g., Dallas, Texas). Or you can also list your targeted market (e.g., Greater Dallas-Fort Worth, Texas Area).

I received a phone call/email/social media message from an employer saying they had my resume but needed my address. What do I say?

Early in the application process, it is highly unlikely that an employer will contact you by phone, email, or social media requesting your address or any other personal data for that matter. The safest thing to do is simply reply that you only provide that information in person when an offer is forthcoming. A legitimate employer will understand.

What about my cover letter?

The contact information on your cover letter should mirror whatever you include on your resume.

I've had my full address on my resume for a long time without incident. Do I have to take it off?

It is your personal decision, however, we hope everyone will consider reducing or removing it.