

Sample Contact Information Sections

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

YOUR NAME

Cell Phone [(###) ###-####]

Rutgers Email Address [@rutgers.edu]

LinkedIn URL [linkedin.com/in/yourpagehere]

Example #1 (basic information)

SARAH RUTGERS

(973) 555-5555

sarah.rutgers@rutgers.edu

linkedin.com/in/sarahrutgers

Example #2 (with partial home address)

Lina Rutgers

Newark, New Jersey 07102

973-555-5555 • ldr1981@scarletmail.rutgers.edu • linkedin.com/in/linarutgers

Example #3 (planned relocation)

OMAR RUTGERS

Greater Seattle-Tacoma-Bellevue, WA Metro Area

(206) 555-5555 ▪ omar.rutgers1@rutgers.edu ▪ linkedin.com/in/omarrutgers

Example #4 (with additional link to portfolio)

JAY RUTGERS

(973) 555-5555 | jbr1981@scarletmail.rutgers.edu | linkedin.com/in/jayrutgers

Work Samples: www.wix.com/jayrutgers