Step 4: Your Resume Heading

Your resume Heading should consist of your name and contact information. Here are a few points to help you make the best of this short but very important section.

What to Put in Your Resume Heading

As the word "heading" suggests, your resume Heading should be placed at the top of page one. It should be typed right into the body of your resume -- not in the header function of the Word document.

Okay, here's what should be in your resume Heading:

Your name
Your name is the most important piece of information on your resume. You want it to stand out and be easy to read.

Think about putting your name in bold and making the font size a bit larger than the rest of the text on the page. It's okay to use italics for your name, but I suggest you use regular type instead to make it easier to read.

Address
It's better to use your street address instead of a P.O. Box. That's because a home address gives a more stable image. But if you have a reason not to use your street address (let's say you're planning to move soon), it's okay to list a post office box.

Phone number
It's best to list just one phone number. So pick either your home phone, cell phone, or work phone. List your work number **only** if you can talk freely from that phone and a message can be left without causing any trouble. Never assume that a caller will be discreet just because he is calling you at work.

Whichever phone you list, be sure you have a clear and polite outgoing message on your answering machine. If your message makes a good impression, an employer is more likely to leave a message.

Fax number
There's no need to list a fax number in your Heading. Faxes aren't used much in today's job search.

Email address
You should include an email address in the Heading section. Email is the most common form of communication between job seekers and recruiters/employers. So it's a must that your email address be on your resume.

Use a personal email address for your job search, not your work email. Not only could using your work email get you into trouble with your employer, it will also make a poor impression with a potential employer.

Web address

If you have a website that's relevant to your job search, you should include the URL (website address) in your Heading.

Social networking profile
If you have a profile on a social network (such as LinkedIn or Facebook), and that profile is appropriate for your job search, include the URL in your Heading.

Mini Heading on Page Two

If your resume is two pages, be sure to put a brief Heading on your second page. An easy way to do that is to copy and paste the heading from page one onto the top of page two. Then delete all but your name, phone number, and email address to make it a mini Heading.

If you have more than two pages, put mini Headings at the tops of all pages beyond page one.

Ready to move to the next step of writing your resume? Great! Just click **Next>>** (below).