



HEADER & CONTACT INFORMATION

Using the same header format for your resume, cover letter and reference page creates a professional and consistent image or brand for your application materials. Contact information should include:

- **Your full name:** Use a medium font size (16 pt. or smaller) and/or font effects (bold, all caps, etc.) to help your name stand out. Remember to use a professional and readable font style as well. Arial, Calibri, and Times New Roman are acceptable font styles. Note that for the body of the resume you should use 11pt. font.
- **Phone number:** Provide one phone number where you can be reached most reliably. You do not need to label your number as “Home” or “Cell.” Ensure the voicemail associated with the phone number you provide presents you professionally.
- **E-mail address:** Use your Marquette email address.
- **Address information:** Providing a mailing address is customary for resumes sent directly to an employer or networking contact.
 - In cases when you are seeking positions back home you may use two addresses – current (campus) and permanent (home). This can build confidence with the employer that you are familiar with the area and may be more likely to stay.
- **Tip for Microsoft Word:** Format your contact information within the body of your document. Sometimes contact information presented using the “header” feature in MS Word does not print or download fully for employers. Avoid text boxes as well. This formatting can lead to difficulty with future edits.

Header Examples

Carla Hernandez

123 Main Street, Apt. 4
Milwaukee, WI 12345

(414) 555-1234
carla.hernandez@marquette.edu

Carla Hernandez

Current Address
123 Main Street, Apt. 4
Milwaukee, WI 12345

(414) 555-1234
carla.hernandez@marquette.edu

Permanent Address
123 Apple Lane
Hometown, WI 53202

**Even when providing two addresses, providing one phone number is sufficient. Select the phone number where you will be reached most reliably.*

Carla Hernandez

123 North Main Street, Apt. 4 • Milwaukee, WI 12345 • (414) 555-1234 • Carla.Hernandez@marquette.edu
