

Heading Tool

Stephen F. Austin State University | Center for Career and Professional Development

A résumé heading houses your contact information. It should be clean, simple, and contain current information. Your heading is located at the very top of the document. Avoid overly decorative fonts and word art. Your heading should be professional and striking!

Your full name

Use your full name as it appears on academic records and other documents that an employer may ask you to provide. If you go by a nickname or middle name, you can emphasize this such as: Jillian (Jill) N. Smith or Jack Bradley (Brad) Jones. Your name should be in a larger font size than the rest of your heading information.

Phone number(s)

List the number(s) that you can be reached at (home, cell, or both). Make sure any numbers that you list are accompanied by a professional voicemail!

Mailing address(es)

If you are student, list both current/local and permanent addresses. Employers may contact you during school breaks or after graduation; make it possible and easy for them to find you.

Email Address(es)

Do you have a professional email address? Consider creating one that you can include on your professional documents. It's a good idea to set up an email using your full name such as michael.davis@mail.com, that way an employer can easily associate the address to your name.

EXAMPLES

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