

"Telephone, Cell Phone, Fax, Email, Webpage, Facebook or LinkedIn: Getting in Touch," by Tina McGantry

Many resumes include contact information at the top of the page or in a prominent section near the top, which can take up a significant amount of important, first impression space. Though the trend is to put in as many contact options as a person can have, this can make the space crowded, require smaller fonts, and is unnecessary. Three methods of communication are all that are really need to ensure that a company follows up on your resume: telephone number, email and physical address.

So why not include all of these pieces of information if they are available? Mainly because its overkill and creates a muddled appearance. An employer trying to contact you for a job interview or after a job interview will rarely contact you via fax, your webpage, Facebook, or LinkedIn. The information you might provide for them through those sources should be summarized in your resume if it's important. If it's not important, it just seems like bragging (e.g. "Look at all the places that have my information!"). Give them the basics on how to communicate with you and expect that to be enough. Getting in touch shouldn't require an employer sort through the social media or decide the best option in your contact information. Most professionally created resumes have a limit to the information that can be provided in their templates. Be straightforward and you'll get the best results.