

Basic Personal Information

Definition:

- ❖ Basic personal information on a resume typically includes essential details about an individual that help identify and contact them.
- ❖ This section is usually positioned at the top of the resume, before diving into more specific professional details.
- ❖ Here's a detailed explanation of what basic personal information encompasses:

1. Full Name:

- ❖ This should be prominently displayed at the top of the resume.
- ❖ It helps recruiters and hiring managers identify who the resume belongs to immediately.

2. Contact Information: This includes:

Address:

While a full address isn't always necessary, a city or region is often included to indicate location and potential commuting distance.

Phone Number:

A primary contact number where the applicant can be reached.

It's crucial to ensure this number is current and regularly checked.

Email Address:

A professional email address that is appropriate for job applications.

It should ideally be a combination of the applicant's name or initials and a recognizable domain (e.g., Gmail, Outlook).

3. LinkedIn Profile:

- ❖ In many modern resumes, candidates include a link to their LinkedIn profile.
- ❖ LinkedIn serves as an online professional profile that can provide more extensive details about one's career history, skills, and endorsements.

4. Personal Website or Portfolio:

If relevant to the position, candidates might include a link to a personal website showcasing their work, a portfolio of projects, or a blog that highlights their expertise and interests.

5. Optional:

Depending on cultural norms or specific job requirements, additional details might be included:

Date of Birth:

In some regions, such as parts of Europe and Asia, it's common to include the date of birth.

However, in many other places, it's considered unnecessary due to privacy concerns.

Marital Status:

This is generally not included on resumes in most Western countries due to anti-discrimination laws.

Nationality or Citizenship:

Especially relevant if applying for positions where citizenship or work authorization is a requirement.