

Your Details on Your CV

Of course, you need to tell a recruiter or employer how they can get in touch with you. The problem here is that you are advertising your details to the world when you put them online.

I recommend as a minimum that you put a mobile and an email address. Do not use a work email address. If you don't have an email address they are simple to set up and will not tell the reader where you are located.

Nonetheless, I prefer to see a full address and a landline number as well as the detail of mobile and email. In this way, you are maximising the opportunity for somebody to contact you.

I had a client who was scared of being stalked via the internet after a previous bad experience. The resolution for this situation was to buy a new mobile number and use that only for job search activities and also to establish a new email address that would be used only for job search activities. In this way, privacy could be maintained as much as possible.

At the end of the day, the power of the internet is all pervasive so even this approach may not always work but it will minimise any risk that there is.

Importantly on your CV, you need to ensure that any details that are used are correct. I have called clients and found that I have the wrong phone details – that's not a problem for me because I'm not offering a role – but a recruiter might give up and move on to the next candidate. So check and double check all these details because your employment offer depends on it.

And where should the Contact details be placed on the CV? I am very traditional in that I like the format of the letter – place your information at the top of the page and so it is easily found and will not be missed. Recruiters expect it to be there and don't want to spend time trying to find it by scrolling to the bottom of a page, or even the second page.

I would not suggest that the detail is put in the Header/Footer area. More often than not somebody will review the information on screen and cannot readily see that information because it is greyed out.

At the end of the day, the decision about your details, and the completeness or not, is entirely down to you but surely you should want to make it as comfortable as possible for people to contact you. This is you marketing yourself remember.