

A résumé/ profile highlights information about you. It is basically a snapshot of you. And it includes references.

Name

- Include full Hebrew name and by which name you are commonly called.
- If you have a common name and last name, and you are concerned that people may think you are someone else, indicate that. "Please be aware that there are several Chaya Cohens."
- Ex: Chaya (Chayie) Cohen

Age/ DOB

- Your age changes every year. It is better to write a month and year of birth (January 1993); the reader can figure out the age.
- Do not share your full birthday; this is for identity theft reasons.
- Include your Hebrew birth month and year, if you feel that your primary target would be interested in seeing the date in Hebrew.
- Ex: August 1992

Parents

- Father and Mother (Mother's Maiden Name) and Last Name.
- If the parents are divorced, the names should be written on 2 separate lines. If a parent has remarried, include that too.
- Include where the parents currently live.
- Some people also include what the parents do.
- Ex: Rabbi Yossi and Chanie Cohen, Crown Heights, NY

Siblings/ Mechutanim

- Some people do include the siblings and their spouses, as it gives a clearer picture of who the family is. Some people do not.
- Some people only include the married siblings, so prospective families can see who 'married into the family'.
- Some people include only the mechutanim (and their location) and not the siblings' names.
- Including them may make it easier for the prospective family to know someone who knows you.

Current Location

- Where you are currently located, especially if you are not in the same area as your parents.
- Include if you are willing in relocating after marriage.

History (schooling, summers, etc.)

- There are a few perspectives:
 1. Only include the most recent schooling and last two summers. High School was a long time ago and you changed and/or people there don't really remember you.
 2. Including all the schooling and summers gives an idea of the type of chinuch you had. (But then again, we all know people who got an excellent education despite the schools they attended. And those who went to 'excellent' schools, and do not quite live up to the stereotype of that school.)

References

- Ask your references first before adding their name to your resume. Ask them if they have any special requests (ex: 'only call in the evenings.')
- Only include people who know you in the last 2 years. People do not remember you that well after a few years. Additionally, you might have changed.
- Include 2-3 of your own friends. And 1-2 'adults' who know you; include the context in which they know you. A mashpia, a family friend, a co-worker.
- Include timezones of the reference. As applicable, include their American line (get their permission first.)

Height

- Most people expect to see the height on the resume, and will make assumptions if it is not included. So why not include it.

About Yourself

- Again, there are different perspectives:
 1. Don't write anything; this sheet is just a reference sheet of names and phone numbers of people who know you. This reference sheet should be sent only after someone has spoken directly to a prospective family.
 2. Include a short description about yourself. Something that makes you stand out from all other resumes. Include a salient point about yourself. Written in first person, by yourself.
- For bochorim: include the shul you most frequently daven in.

- Ex: "Can make anyone feel comfortable even in the most awkward situations."

What you are looking for in a spouse

- The same perspectives as above.

Include a photo?

- It is common practice now to include a photo. Most people expect to see one with the resume.
- Additionally, shadchanim like to 'see' the person. You can ask the shadchan not to share the photo without express permission.
- Know that people can get hold of your picture in any case. Using social media or through friends of friends.

Tips

- Make sure your profile/resume/ reference sheet is neat, organized and easy to read. Use bold headers to make it easy to find the information.
- Keep it short – to 1 page. Most people don't read long paragraphs.
- Proofread for typos. Double check phone numbers.
- Include a 'updated on' date. So people know how current the information is. 'Updated 2/19/18'
- Save your resume as a PDF.
- Keep a copy of your resume on your phone. You never know you might meet and want to send it 'before you forget'.
- If sending your 'resume' through Whatsapp, use bold and line spacing to make it easier to read.