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**Hloom Pro Tip** - Do away with full addresses and faxes. This is a modern era - employers will email any important job interview information or offer letter. Focus instead on adding professional social media accounts, online portfolios, business websites alongside your phone number and email

# Work Experience

Burger Town 2011 –2012

Cashier

* Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

Good Neighbor Cafe 2011 –2012

Cashier

* Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

# Education

**Hloom Pro Tip** - Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity.

Degree and Subject, Name of University

* Location, MM/YYYY

# Special Strengths & Skills

**Hloom Pro Tip** - Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. If you’re writing a chronological or combination resume, limit the number of skills you feature to 6-8. Any more risks crowding the resume and diminishing the strength of your resume. If you’re writing a functional resume, feel free to feature all relevant skills by skill type.

* Soft Skill 1
* Soft Skill 2
* Hard Skill 1
* Hard Skill 2
* Technical Skill 1
* Technical Skill 2
* OPTIONAL Skill 1
* OPTIONAL Skill 2

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