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| Harry Hloom  **Restaurant Assistant Manager**  Contact Information  Redwood City, CA 94063  555-123-4567  harryhloom@example.com  linkedin.com/harryhloom  www.harryhloom.net  **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 of adding professional social media accounts, online portfolios, business websites alongside your phone number and email.  Summary Statement  **Hloom Pro Tip** - You should explain your key qualifications for the job in two concise sentences. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager. | |  |  | | --- | --- | | Skills |  | | Soft Skill 1 ■■■■■  Soft Skill 2 ■■■■■  Hard Skill 1 ■■■■■  Hard Skill 2 ■■■■■ | Technical Skill 1 ■■■■■  Technical Skill 2 ■■■■■  OPTIONAL 1 ■■■■■  OPTIONAL 2 ■■■■■ |  |  | | --- | | Experience | | **Hloom Pro Tip** - Start with your most recent job title and work your way back through each relevant career title. Tailor each description to focus on related tasks, responsibilities, and quantifiable accomplishments related to the open job advertisement. Slip one or two additional skills into each job title as organically as possible.  **Job Title**  *Employer – Location*  MM/YYYY  Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.  Responsibility or accomplishments #2.  Responsibility or accomplishments #3.  **Job Title**  *Employer – Location*  MM/YYYY  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  **Degree and Subject**  *Name of University*  *Location*  MM/YYYY | |

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