**Harry Hloom**

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**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.

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|  |  |  |  |  | Address: 123 Park Avenue,  Michigan MI 60689  Email: harryhloom@hloom.com  Phone: (123) 456 78 99  Website: [www.harryhloom.com](http://www.harryhloom.com)  **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. |
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| **Interior Design**  Model Home Interiors  *2005 – Present*  **Executive Interior Designer**  Thomas Ville Decorators  *2001 – 2005*  **Architect / Interior Designers**  New Dimensions Architectures  *1997 – 2005* |  |  |  |  |  |
| **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. |  |  | |  |  |
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|  |  |  |  |  | **Diploma in Interior Design**  Modern Huts Institute of Interior Designing  *2002 – 2007, GPA: 3.82*  **BS in Architecture**  Colombia University  1997 – 1999. GPA: 3.64 **Hloom Pro Tip** - Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity. |
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| Adobe Creative Cloud, Knowledge of ADA Code requirements, AutoCAD, LEED Professional, SketchUp + V-Ray, Graphic Design, Sustainable Practice and Design, Microsoft Office, Management and Organization |  |  |  |  |  |

**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.

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