
Mary Hloom

Hloom City, HM, 98760

 (555) 123 4567

maryhloom@example.com

linkedin.com/maryhloom

www.maryhloom.net

**Contact Information**

**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.

# SUMMARY STATEMENT

**Hloom Pro Tip** - You should explain your key qualifications for the job in two concise sentences. You should work on the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.

# WORK HISTORY

**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.

# 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

# 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

# LEADERSHIP ACTIVITIES AND AWARDS

2008 – 2009 Nunc ac magna. Maecenas odio dolor, vulputatevel, auctor ac, accumsan id, felis

2008 – 2009 Pellentesquecursussagittisfelis.Pellentesqueporttitor

2009 – 2011 Phi velitlaciniaegestasauctor, diameros tempus arcu, necvulputateaugue magna vel

2008 – 2011 Risus. Cras non magna vel ante adipiscingrhoncus

2009 – 2010 Vivamus a mi. Morbineque.Aliquameratvolutpat

2010 – 2011 Integer ultriceslobortiseros

# PROFESSIONAL AFFILIATIONS

Pellentesque habitant morbitristiquesenectusetnetus et malesuada, 2005 to present.

# CERTIFICATIONS

Proin semper, ante vitae sollicitudinposuere, metus quam iaculisnibh

Vitae scelerisquenuncmassaegetpede

# PUBLICATIONS

In in nunc.Class aptenttacitisociosquadlitoratorquent per conubia nostra, per inceptoshymenaeos.Donecullamcorperfringillaeros.Fusce in sapieneupurusdapibuscommodo.

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