**HARRY LOOM** Hloom City, HM, 98760 

555-123-4567

harryhloom@example.com

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 on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

# WORK EXPERIENCE

| Job Title, Employer  Location, MM/YYYY |  |  | 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. | |  | * 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 |  |  | Job Title, Employer  Location, MM/YYYY |  |
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|  | |  |  | |
| * Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential. * Responsibility or accomplishments #2. * Responsibility or accomplishments #3 | |  | * Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential. * Responsibility or accomplishments #2. * Responsibility or accomplishments #3 | |

**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.

Degree and Subject, Name of University

* Location, MM/YYYY

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

# TIMELINE

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|  | | | | |  |  |  |  |  |  |  |  |  |
| 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |

# SKILLS

| Soff Skill 1 | ∎∎∎∎∎ |  |  | Hard SKill 1 | ∎∎∎∎∎ |  |  | Optional SKill 1 | ∎∎∎∎∎ |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Soft Skill 2 | ∎∎∎∎∎ |  |  | Hard SKill 2 | ∎∎∎∎∎ |  |  | Optional SKill 2 | ∎∎∎∎∎ |
| Soft Skill 3 | ∎∎∎∎∎ |  |  | Hard SKill 3 | ∎∎∎∎∎ |  |  | Optional Skill 3 | ∎∎∎∎∎ |

**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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