

MARY

**HLOOM**

# SUMMARY

# **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.

# Work 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.

MM/YYYY JOB TITLE

Employer, Location

Responsibility or accomplishments #1.

Responsibility or accomplishments #2.

Responsibility or accomplishments #3.

MM/YYYY JOB TITLE

Employer, Location

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

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.

MM/YYYY Degree and Subject

Name of University, Location

MM/YYYY Degree and Subject

Name of University, Location

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