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**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 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.

## Qualifications

**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. Anymore 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

## 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.

**Employer**

**Job Title**

Location

MM/YYYY

* Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

**Employer**

**Job Title**

Location

MM/YYYY

* Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

## Education and Professional Training

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

**Name of University**

Degree and Subject

Location

MM/YYYY

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