1234 park Avenue, Redwood City, CA 94063

Phone 123 456 78 99 • E-mail [info@hloom.com](mailto:info@hloom.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.

HARRY HLOOM

Summary

**Hloom Pro Tip** - You should explain your key qualifications for the job in two concise sentences. Your summary should align with the job description. You should work with themost desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager, so make it count. Commended for sustaining effective learning environment through prepared classes and relevant assignments and consistently achieving classroom management and academic goals.

Work experience

[2008] – [Present] Employer [City], [State]

Position

* Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

[2004] – [2008] Employer [City], [State]

Position

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

Education

2013 [Name of degree / diploma] [City], [State]

[Name of college / university]

GPA / Result

2007 [Name of degree / diploma] [City], [State]

[Name of college / university]

GPA / Result

Skills

* Hloom Pro Tip ––Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. You can have multiple skills sections on a CV, such as communication skills, research skills, classroom management, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section.
* Soft Skill 1
* Soft Skill 2
* Hard Skill 1
* Hard Skill 2
* Technical Skill 1
* Technical Skill 2
* OPTIONAL Skill 1
* OPTIONAL Skill 2

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