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| --- | --- | --- | --- | --- | --- | --- |
| 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. Engaging and personable and increasing business opportunities through dynamic marketing strategies, sharp communication skills and dedication to customer service. | | | | | |
| Academic Qualifications | University Degree and Subject  Hloom Pro Tip – Update this section to include all your educational degrees. Include training programs, certifications or academic coursework related to the open job opportunity. | | | 2009 – 2013  GPA: 3.5 | | |
| Additional Knowledge | Accounting | Professional | | | | Personal |
|  | Bank Reconciliation  Budgeting  Pro-forma Invoices  Pay Orders  Auditing  Moral Check  Business Affairs | Microsoft Excel  Microsoft Access  Data Entry  Recordkeeping  Financial Data Analysis  Numeric Data processing  Stock Exchange Affairs | | | | Teamwork  Listening Skills  Communication  Time Management  Meeting Deadline  Quick Learner  Affairs Management |
| Core  Qualifications | **Hloom Pro Tip** - 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 CRM, sales goals, customer service, 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 | | | | | |
| Work Experience | Hloom Pro Tip –– Start with your most recent job title and work your way back through every job opportunity, whether they're formal experiences, research projects or teaching engagements. 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. | | | | | |
| References | List up to three individuals that can vouch for your professional abilities and work ethic, although HR and recruiters may request more. For academic professions, it's customary to always include two references; they can be thesis directors or previous professors.  Name of Individual  Role or Job Title of Individual  Institution or Company where the individual works  Email or telephone number of the individual | | | | | |

**Additional Skills Section**

Depending on your profession, you can add multiple skills sections that accurately describe your diverse skills set. For example, international job seekers and Humanities academics can add a Language Skills section to let employers know in what languages they're fluent. Whereas, video producers or cinematographers can include a Technical Skills section to showcase the tools, devices and computer programs they're experienced in. Format this section as you would your general skills section.

* Specialized skill 1
* Specialized skill 2
* Specialized skill 3
* Specialized skill 4

**Honors and Awards**

MM/YYYY, Name of the Award CommInclude this optional section if you can boast multiple accolades for your professional achievements.

Name of the Honor or Award

**Professional Affiliations and Memberships**

This optional section is a great place to show you're connected to various organizations related to your profession or industry, for example, the American Bar Association or the American Dental Association. If you've held office in any of these organizations, you can place that in your work history instead.

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