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

Hloom City, HM, 98760

555-123-4567

harryhloom@example.com

linkedin.com/harryhloom

www.harryhloom.net

Harry



Hloom

Dentist Office Manager

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.

***SKILLS***

***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.*

|  |  |
| --- | --- |
| * Soft Skill 1 * Soft Skill 2 * Hard Skill 1 * Hard Skill 2 * Technical Skill 1 * Technical Skill 2 | * Optional Skill * Optional Skill * Optional Skill * Optional Skill * Optional Skill * Optional Skill |

# Key Strength

In charge of developing business solutions

Generate more revenue for the company

Develop new sales strategies, sales pitches and business plans.

# 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.

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.

Job Title, Employer

Location, MM/YYYY

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

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