

**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.

| Summary Statement |
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| **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. Well-versed in team leadership and task delegation to drive project progress and foster client satisfaction. |
| Core Qualifications**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 AutoCAD proficiency, MS Office management, reading blueprints, and communication skills, 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 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, EmployerLocation, 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, EmployerLocation, MM/YYYY* Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.
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| Education |
| **Hloom Pro Tip -** Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity. Degree and Subject, Name of University* Location, MM/YYYY

Additional Skills SectionsDepending 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

Conference PresentationsInclude this additional section if you've hosted more than three presentations at conferences, universities or association lectures. For each conference presentation you list, mention your role and name of the conference, the date and location, and add up to three bullet points summarizing your topics.Your Role, Name of ConferenceMM/YYYY* Brief explanation of topics discussed.
* Brief explanation of topics discussed.
* Brief explanation of topics discussed.

Conference AttendanceIf you've been an attendee in two or three conferences, these can live under the Education section as they are a learning experience. If you regularly attend conferences, you can add a separate section for these since employers love to see you're interested in staying informed about your profession. |

| Leadership Activities and Awards |
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| **2012** |  | Uttinciduntvolutpaturna. Mauriseleifendnullaegetmauris. |
| **2010 – 2012** |  | Sedcursus quam id felis. Curabiturposuere quam velnibh. |
| **2010 – 2011** |  | Crasdapibusdapibusnisl. Vestibulumquis dolor a felisconguevehicula. |
| **2010 – 2011** |  | Maecenas pedepurus, tristique ac, tempus eget, egestasquis, mauris.  |
| **2009 – 2010** |  | Curabitur non eros. Nullamhendreritbibendumjusto. Fusceiaculis, estquislaciniapretium, pedemetusmolestie lacus, at gravidawisi ante at libero.  |
| Professional Affiliations |
| **2011 – Present** |  | National Center of Public Health New York |
| **2011 – Present**  |  | Community of Health Volunteers New York |

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