Mary Hloom

**Machine Operator**

*(123) 456 7899 –* [*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.*

*As a Python Developer I was charged with developing web application back-end components and offering support to front-end developers. Typical responsibilities in a day-to-day basis would be writing code, implementing Python applications, ensuring data security and integrity, and identifying data storage solutions.****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.*

# **Work Experience**

Job Title Employer (Location) 05/2012 - Present

Job Title Employer (Location) 01/2008 - 09/2011

Job Title Employer (Location) 11/1999 - 01/2008

**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.

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

MA in Computer Science Arcadia University (Manhattan, NY) 1999 - 2002

BS in Computer Science State University of New York (Manhattan, NY) 01/2008 - 09/2011

AS in Computer Science Community College of Philadelphia (Ortonville, MI) 1997 - 1999

# **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 1
* OPTIONAL Skill 2

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