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**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:
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. For example, “Passionate about accentuating the beauty of each client, building lasting relationships with individuals and enhancing the organizational brad.”

# WORK EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer, Location | MM/YYYY |  | Employer, Location | MM/YYYY |
| Job Title |  | Job Title |
| **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.   |  | * Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer, Location |  MM/YYYY |  | Employer, Location | MM/YYYY |
| Job Title |  | Job Title |
| * Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.
 |  | * Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.
 |

# TIMELINE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |  |
| 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |

# Core qualifications

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Creativity | ∎∎∎∎∎ |  |  | Leadership | ∎∎∎∎∎ |  |  | Teamwork | ∎∎∎∎∎ |
| Efficiency | ∎∎∎∎∎ |  |  | Communication | ∎∎∎∎∎ |  |  | Troubleshooting | ∎∎∎∎∎ |
| Planning | ∎∎∎∎∎ |  |  | Strategy | ∎∎∎∎∎ |  |  | Organization | ∎∎∎∎∎ |

**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 color principles, makeovers, customer service, beauty and wellness treatments, 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

# Education

**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.

Degree and Subject, Name of University

* Location, MM/YYYY

**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

**Conference Presentations**

Include 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 Conference

MM/YYYY

* Brief explanation of topics discussed.
* Brief explanation of topics discussed.
* Brief explanation of topics discussed.

**Conference Attendance**

* If 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.

**Honors and Awards**

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

**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.

**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

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