MARY HLOOM

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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. Dedicated to providing business continuity through system availability.

# CAREER ACHIEVEMENTS

* Quickly cultivate optimal processes and tactical guides.
* Completely iterate covalent strategic theme areas via accurate e-markets.
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# 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 infrastructure updates, diagnosing issues, server improvements, 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, 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.

# 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

# 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.

Name of the Honor or Award

# Grants or Funding

Include this optional section if you've had more than two honor grants or fundings for your projects. If you're an academic, you've been most likely awarded grants multiple times, so this is a practical section to have on your CV.

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