| **HARRY HLOOM**  DIRECTOR  +1 123 123 1234  123 Park Avenue, Michigan MI 60689  harryhloom@example.com  www.harryhloom.com | | www.linkedin.com/maryhloom  www.facebook.com/maryhloom  www.twitter.com/maryhloom |
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| WORK EXPERIENCE 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.   **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 Degree and Subject, Name of University  Location, MM/YYYY  **Hloom Pro Tip** - Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity Research Experience Include this additional section if your research experience is extensive enough to require a section separate from your work history. This section is common for academics' and Ph.D. candidates' CVs, and it should be tailored with more relevant experiences to your desired role. This section should follow the same structure as your work history section.  Job Title, Research 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. Additional Skills Sections 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.  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.  Name of the Grant or Fund  MM/YYYY, Name of the Committee  A brief description that summarizes the honor or grant proposal, goal and result 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. | CORE QUALIFICATIONS  * Soft Skill 1 * Soft Skill 2 * Hard Skill 1 * Hard Skill 2 * Technical Skill 1 * Technical Skill 2 * OPTIONAL Skill 1 * OPTIONAL Skill 2   **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. Publications Hloom Pro Tip — List all your scholarly articles in reverse chronological order, starting with your most recent publication and working backward. Follow the proper citation rules of your industr. If you're not in academia, this section could include personal projects, industry conferences or work initiatives you've organized.  Hloom, H. and Hloom, M. Title of the article. Title of the journal or magazine where it's published. Issue number. Page numbers where to find your article. Teaching Experience Include this additional section if your teaching experience is extensive enough to require a section separate from your work history. Candidates applying to academic institutions or professorships will do well to include this section, but remember to tailor it specifically to the job.  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. | |

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