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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 of 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. Analytical and logical professional possessing in-depth knowledge of macro and microeconomic conditions. Focused on supporting team with pricing, budgeting and forecasting.

## 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 analyzing performance, monitoring expenditures, variance analysis, 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

##

## Professional 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 and Professional Training

**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]

## 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.

## 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.

## 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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