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| **Mary Hloom**  **Contact Information Hloom Pro Tip** - 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. | | *Hloom City, HM, 98760*  *555-123-4567*  *maryhloom@example.com*  *linkedin.com/maryhloom*  *www.maryhloom.net* | |
| Summary | **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. Highly skilled in designing individualized plans to help clients achieve nutrition and weight loss goals, manage chronic diseases and enhance personal wellness. | | |
| Work Experience | **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.  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. | | |
| 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 | | |
| 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. You can have multiple skills sections on a CV, such as meal planning, health assessment, diet coordination, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section.

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.

**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.

**Community Outreach**

If you do an extraordinary amount of volunteer work, you can add a separate section for your community outreach. This is an especially valuable section if you're applying to a nonprofit or to a company that highly regards giving back to the community. Format this section as you would a work history.

Name of Volunteer Role, Name of Organization

MM/YYYY

* A bulleted list detailing the work and responsibilities you handled

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