**Harry Hloom**

Truck Driver

### Skills

**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.

Soft Skill 1

Soft Skill 2

Hard Skill 1

Hard Skill 2

Technical Skill 1

Technical Skill 2

OPTIONAL Skill 1

OPTIONAL Skill 2

### Contact Info

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www.harryhloom.net

**Hloom Pro Tip -** You should explain your key qualifications for the job in two concise sentences. You should work in the most desired skill if you can identify it from the advertisement. This is your first opportunity to sell yourself to this hiring manager.

## 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.

**EMPLOYER, Location**

Job Title, 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.

**EMPLOYER, Location**

Job Title, MM/YYYY

Responsibility or accomplishments #1.

Responsibility or accomplishments #2.

Responsibility or accomplishments #3.

## EDUCATION & 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** (MM/YYYY),Name of University, Location

**Degree and Subject** (MM/YYYY),Name of University, Location

### 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.

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