# MARY HLOOM

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# 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

**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 the most 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. Proven in helping customers and multitasking in physically demanding environments. Highly experienced in fact-paced settings.**

# 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**

# 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 loss preventions, safety methods, products displays, 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:**

# 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.

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