|  |  |
| --- | --- |
| C:\Users\Administrator\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\CPZR9BYK\MC900368510[1].wmf | **harry****hloom****Paralegal** |
| **Website**www.harryhloom.net | **Address**Hloom City, HM, 98760  | **Phone**555-123-4567 | **E-mail**harryhloom@example.com |

**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 on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ABOUT ME**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.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 MM/YYYYNAME OF UNIVERSITYLocationEXPERIENCE**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 MM/YYYYEMPLOYERLOCATION* 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 MM/YYYYEMPLOYERLOCATION* Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.
 | SKILLS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SOFT SKILL 1 |  |  |  |  |  |
| SOFT SKILL 2 |  |  |  |  |  |
| HARD SKILL 1 |  |  |  |  |  |
| HARD SKILL 2 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TECHNICAL SKILL 1 |  |  |  |  |  |
| TECHNICAL SKILL 2 |  |  |  |  |  |
| OPTIONAL SKILL 1 |  |  |  |  |  |
| OPTIONAL SKILL2 |  |  |  |  |  |

AWARDSName of Award (Y)  |

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - info@hloom.com