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|  | **Mary Hloom**  Marketing Manager  Hloom City, HM, 98760 info@hloom.com  555-123-4567  maryhloom@example.com  linkedin.com/maryhloom  www.maryhloom.net  **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. |

PROFILE

**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 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. For example: Insightful manager with experience devising and implementing marketing campaigns and social media expertise.

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| 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. |

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| EDUCATION | **Hloom Pro Tip** –– Update this section to include all your educational degrees. Include 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 Sales Strategy Skills, Planning Skills, Brand Building Skills, 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 |
| 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. |
| ADDITIONAL  SKILLS SECTION | Depending on your profession, you can add multiple skills sections that accurately describe your diverse skills set. For example, international job seekers and Humanities academics can add a Language Skills section to let employers know in what languages they're fluent. Whereas, video producers or cinematographers can include a Technical Skills section to showcase the tools, devices and computer programs they're experienced in. Format this section as you would your general skills section.   * Specialized skill 1 * Specialized skill 2 * Specialized skill 3 * Specialized skill 4 |
| CONFERENCE  ATTENDANCE | If you've been an attendee in two or three conferences, these can live under the Education section as they are a learning experience. If you regularly attend conferences, you can add a separate section for these since employers love to see you're interested in staying informed about your profession. |
| HONORS AND AWARDS | MM/YYYY, Name of the Award CommInclude this optional section if you can boast multiple accolades for your professional achievements.  Name of the Honor or Award |
| 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. |
| REFERENCES | List up to three individuals that can vouch for your professional abilities and work ethic, although HR and recruiters may request more. For academic professions, it's customary to always include two references; they can be thesis directors or previous professors.  Name of Individual  Role or Job Title of Individual  Institution or Company where the individual works  Email or telephone number of the individual |

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