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**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.

Harry Hloom

## 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. Proficient in diagnosing and treating communication issues that affect academic and social development.

## 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 diagnostic methods, observant, resource advocacy 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

## 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

**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

**Grants or Funding**

Include this optional section if you've had more than two honor grants or fundings for your projects. If you're an academic, you've been most likely awarded grants multiple times, so this is a practical section to have on your CV.

Name of the Grant or Fund

MM/YYYY, Name of the Committee

\_ A brief description that summarizes the honor or grant proposal, goal and result

**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

## References

* [Name], [Position, Company] – [Phone Number]
* [Name], [Position, Company] – [Phone Number]

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