**Mary Hloom**

**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.

Address: Hloom City, HM, 98760

Cell: 555-123-4567

Email: maryhloom@example.com

Website: www.maryhloom.net

LinkedIn: linkedin.com/maryhloom

# Summary Statement

**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: Dedicated to welcoming customers and providing comprehensive service with an in-depth understanding of sales strategy and merchandising techniques.

# 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

Degree and Subject

Name of University, Location MM/YYYY

# Work Experience

**Hloom Pro Tip** - Start with your most recent job title and work your way back through every job opportunity, whether they're formal experiences, research projects or teaching engagements. 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/YYYY

Employer Location

* 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/YYYY

Employer Location

* Responsibility or accomplishments #1.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

# Core Qualifications

**Hloom Pro Tip** - 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 Organizing Skills, Customer Service, Computer 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

# 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

# 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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