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

SALES ASSOCIATE

555-123-4567 – harryhloom@example.com

linkedin.com/harryhloom – www.harryhloom.net

**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: Highly motivated with extensive customer service and track record of driving increased revenue, improving buying experience and elevating company profile with targeted markets.

# 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.

|  |  |
| --- | --- |
| MM/YYYY | **JOB TITLE -** Employer   * Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential. * Responsibility or accomplishments #2. * Responsibility or accomplishments #3. |
| MM/YYYY | **JOB TITLE -** Employer   * Responsibility or accomplishments #1. * Responsibility or accomplishments #2. * Responsibility or accomplishments #3. |

# 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.

|  |  |
| --- | --- |
| MM/YYYY | **Degree and Subject - Name of University - Location** |

# CORE QUALIFICATIONS

|  |  |
| --- | --- |
| Soft Skill 1  Soft Skill 2  Hard Skill 1  Hard Skill 2  Technical Skill 1  Technical Skill 2  OPTIONAL Skill 1  OPTIONAL Skill 2 | **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 Skills, Customer Service, Marketing Skills, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section. |

# ADDITIONAL SKILLS SECTION

|  |  |
| --- | --- |
| Specialized skill 1  Specialized skill 2  Specialized skill 3  Specialized skill 4 | 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. |

# 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

|  |
| --- |
| 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

|  |
| --- |
| 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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