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| **MARY HLOOM** | COOK |
| Michigan MI 60689 | 555-123-4567  **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. | |

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| SUMMARY **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. |  | EXPERIENCEJOB TITLE | (MM/YYYY)EMPLOYER 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 | (MM/YYYY)EMPLOYER 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.  EDUCATIONDEGREE AND SUBJECT | (MM/YYYY)NAME OF UNIVERSITY LOCATION PROFESSIONAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | SOFT SKILL 1 |  |  |  |  |  | | SOFT SKILL 2 |  |  |  |  |  | | HARD SKILL 1 |  |  |  |  |  | | HARD SKILL 2 |  |  |  |  |  | | TECHNICAL SKILL 1 |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | TECHNICAL SKILL 2 |  |  |  |  |  | | OPTIONAL SKILL 1 |  |  |  |  |  | | OPTIONAL SKILL 2 |  |  |  |  |  | |
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