Mary Hloom

Hloom City, HM, ↔ 98760

Phone: 555-123-4567↔Email: maryhloom@example.com

linkedin.com/maryhloom ↔ www.maryhloom.net

**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.

## 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 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. Patient individual willing to work with athletes of all skill levels. Consistent winning record across career history.

## Core Skills

**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 player evaluations, tournament procedures, training exercise, 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

## 

## Professional 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 and Professional Training

**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]

**Conference Presentations**

Include this additional section if you've hosted more than three presentations at conferences, universities or association lectures. For each conference presentation you list, mention your role and name of the conference, the date and location, and add up to three bullet points summarizing your topics.

**Your Role, Name of Conference**

MM/YYYY

* Brief explanation of topics discussed.
* Brief explanation of topics discussed.
* Brief explanation of topics discussed.

**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 Comm include this optional section if you can boast multiple accolades for your professional achievements.

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - [info@hloom.com](mailto:info@hloom.com)