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|  | Mary Hloom | |
|  | Hloom City, HM, 98760  (555) 123-4567  maryhloom@example.com  www.maryhloom.net  www.linkedin.com | **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 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:* *Analytical statistician committed to assessing validity, reliability and accuracy of collected data with proficiency in MATLAB.*

|  |  |
| --- | --- |
| 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 11* | ***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 Statistical Modeling Skills, Research skills, Programing Language Skills, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section.* |

# 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, 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 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*

# RESEARCH EXPERIENCE

*Include this additional section if your research experience is extensive enough to require a section separate from your work history. This section is common for academics' and Ph.D. candidates' CVs, and it should be tailored with more relevant experiences to your desired role. This section should follow the same structure as your work history section.*

*Job Title, Research 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.*

# 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.*

# 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.*

# 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*

**To Change the slider:**

By default all sliders are wrapped “In Line with Text”. To move the blue slider simply set the wrap to “In Front of text, then ungroup and move the blue slider to the desired location. Once finished, regroup the sliders and wrap back to “In Line with Text”.

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