| **Harry Hloom**  Elementary Teacher | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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. For example, “Student-centric instructor, academic facilitator and motivational coach. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies.” | | | | | | | | |
|  | **Teaching Experience** | |  | Core Qualifications | | | | | | |
| **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. | | | **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 ESL, classroom management, geography, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section. | | | | | | | |
|  | Core Qualifications | | | | | | |
|  | | | | 1-2-3-4-5-6-7-8-9-10 | | | |
| Soft Skill 1 | | | |  | | | |
| Soft Skill 2 | | | |  | | | |
| Hard Skill 1 | | | |  | | | |
| Hard Skill 2 | | | |  | | | |
| Technical Skill 1 | | | | | | | |  | | | |
|  | **Education** | |  | | | Skills | | | | |
| **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 | | | Technical Skill 2 | | | | |  |  |  |
| OPTIONAL Skill | | | | | | | |  |  |  |
|  | | Contact Info | | | | | |
|  | | Hloom City, HM, 98760  555-123-4567  harryhloom@example.com  linkedin.com/harryhloom  [www.harryhloom.net](http://www.harryhloom.net)  **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. | | | | | |

**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

**Publications**

Hloom Pro Tip — List all your scholarly articles in reverse chronological order, starting with your most recent publication and working backward. Follow the proper citation rules of your industr. If you're not in academia, this section could include personal projects, industry conferences or work initiatives you've organized.

* Hloom, H. and Hloom, M. Title of the article. Title of the journal or magazine where it's published. Issue number. Page numbers where to find your article.

**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.

**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 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.

**Community Outreach**

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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