**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.



Mary  
Hloom

**Address**

1234 Park Avenue,

Redwood City, CA 94063

**Phone**

(123) 456 7899

**Email**

maryhloom@example.com

**Website**

linkedin.com/maryhloom

www.maryhloom.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 on adding professional social media accounts, online portfolios, business websites alongside your phone number and email.

**Experience**

**Position**

*Company Date - Date*

* **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.

**Position**

*Company Date - Date*

* Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.
* Responsibility or accomplishments #2.
* Responsibility or accomplishments #3.

**Education**

**Degree/Diploma**

*Name of College/University 2012*

**Degree/Diploma**

*Name of College/University 2009*

**Skills**

|  |  |  |
| --- | --- | --- |
| **Soft Skills**  Donecnulla  Augue,  Venenatis  Dapibus | **Hard Skills**  Pellentesque  Liberolectus  Tristique ac  Consectetuer | **Technical Skills**  Sedaliqua  Odio vitae tortor  Proinhendrerit  Plateadictumst |

**Hloom Pro Tip** - Tailor this section to the open job opportunity, focusing on the featured skills and requirements on the job post. If you’re writing a chronological or combination resume, limit the number of skills you feature to 6-8. Any more risks crowding the resume and diminishing the strength of your resume. If you’re writing a functional resume, feel free to feature all relevant skills by skill type.

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