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**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.

**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.

**JOB HISTORY** **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.

**SKILLS** **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.

* Soft Skill 1
* Soft Skill 2
* Hard Skill 1
* Hard Skill 2
* Technical Skill 1
* Technical Skill 2
* OPTIONAL Skill 1
* OPTIONAL Skill 2

**EDUCATION** **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.

Degree and Subject, Name of University

* Location, MM/YYYY

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