HARRY HLOOM

OFFICE ADMINISTRATIVE ASSISTANT

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**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 on 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. 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.

# Experience

|  |  |
| --- | --- |
| **Employer**  MM/YYYY | **JOB TITLE**  Responsibility or accomplishments. Use statistics, percentages, or additional supporting evidence to demonstrate your hiring potential.  Responsibility or accomplishments #2.  Responsibility or accomplishments #3. |
| **Employer**  MM/YYYY | **JOB TITLE**  Responsibility or accomplishments #1.  Responsibility or accomplishments #2.  Responsibility or accomplishments #3. |

# EDUCATION

|  |  |
| --- | --- |
| **Name of University**  MM/YYYY | **DEGREE AND SUBJECT**  Location |
| **Name of University**  MM/YYYY | **DEGREE AND SUBJECT**  Location |

# 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

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