**RESUME**

**Personal**

| **HARRY HLOOM** |
| --- |
| harryhloom@example.com |
| 12.12.1969 |
| CA, USA |
| Married |
| American |

**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 of Qualification**

**Hloom Pro Tip** - 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. Presently a graduate student finalizing a Ph.D. degree. Eager to support discovery and promote clinical psychology.

**Education**Hloom Pro Tip-Update this section to include relevant degrees, training programs, certifications, or academic coursework related to the open job opportunity.

| Grade School | Graduated | where | 1976 - 1981 |
| --- | --- | --- | --- |
| High School | Graduated | where | 1981 - 1985 |
| Technical College | Degree | where | 1985 - 1989 |
| Business School | degree | where | 2001 |
| University | degree | where | 2004 |

**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.

**Core Qualifications**

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 Language Skills, Research Skills, Digital Skills, etc. If you add more skills sections, keep a list of 6 to 8 general skills in this main skills section.

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

**Professional Experience**

**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.

**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.

**Honors and Awards**

MM/YYYY, Name of the Award  
Include 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

**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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