First Name Last Name

123 Park Avenue, Big Rapids, MI 68965

123-456-7899 | info@hloom.com

# Summary

* This is where you would include your personal summary or objective statement.

# Education

Florida State University Orlando, FL

Master of Business Administration 2007

Florida State University Orlando, FL

Bachelor of Business Administration 2005

# Experience

Proctor Associates Orlando, FL

Human Resource Manager 2004 – 2006

* Here you would list your accomplishments and results from this job.
* Do not only focus on your responsibilities but focus on what you accomplished
* Use strong action verbs like “Produced” or “Executed”

K & K Associates Orlando, FL

Human Resource Manager – Intern 2006

* Here you would list your accomplishments and results from this job.
* Do not only focus on your responsibilities but focus on what you accomplished
* Use strong action verbs like “Produced” or “Executed”

Vanguards Limited Orlando, FL

Sales Executive 2002 – 2004

* Here you would list your accomplishments and results from this job.
* Do not only focus on your responsibilities but focus on what you accomplished
* Use strong action verbs like “Produced” or “Executed”

# Skills or awards

Fill this section with skills you possess or maybe some unique awards you have won. You want the entire page to be filled so utilize this space. “Skills” or “Awards” are just examples of section titles to fill this page.