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| **Contact info** |  | [name] |
| EMAILPHONE NUMBERLINKEDIN URL

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| **Objective**Motivated and detail-oriented HR professional with a recent [Degree, e.g., Bachelor’s in Human Resources] seeking an entry-level HR Generalist position to apply knowledge of HR practices, recruitment, and employee relations to support and grow within a dynamic HR team. |
| **SKILLS*** **HR Knowledge**: Recruitment, Employee Onboarding, HRIS (e.g., [List any HR software if known, like BambooHR or Workday]), Employee Relations
* **Communication:** Strong written and verbal communication skills, experienced in managing candidate and employee inquiries
* **Organizational Skills:** Detail-oriented, capable of managing multiple tasks and maintaining accurate records
* **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), basic HRIS knowledge
* **Interpersonal Skills:** Team player, empathetic listener, culturally sensitive
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| **PROFESSIONAL Experience**HR INTERN**[Company Name], [City, State]**Dates From – To* Screened 50+ resumes and scheduled 20+ interviews monthly to support the recruitment process.
* Prepared­­ and organized onboarding documents for 10+ new hires, ensuring a smooth transition for new employees.
* Managed employee records, ensuring 100% accuracy and compliance with company policies.
* Conducted research on HR policies, contributing to the improvement of 2 internal procedures.

HR ASSISTANT VOLUNTEER**[Company Name], [City, State]**Dates From – To* Assisted in recruiting 15+ volunteers for various events, improving team coordination and productivity.
* Maintained confidential information for 20+ volunteers, ensuring compliance with data protection regulations.
* Supported the planning and execution of 3 training programs, enhancing volunteer skills and knowledge.
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| **Education**Bachelor of [Degree, e.g., Business Administration with a focus on Human Resources][School], [CITY, STATE][Month/Year] - [Month/Year]* Relevant Coursework: [List 2-3 relevant courses, e.g., Talent Acquisition, Employment Law, Organizational Behavior]
* [Optional: GPA (if above 3.5), Honors, or Academic Achievements]
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| **PROJECTS****[Project Name, e.g., Employee Onboarding Improvement Plan]*** Designed a mock onboarding process that streamlined new hire integration, potentially reducing onboarding time by 20%.
* Conducted in-depth research on onboarding best practices and presented findings, receiving positive feedback from 100% of the audience.
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