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| **Contact info** |  | [name] |
| EMAIL  PHONE NUMBER  LINKEDIN URL   |  | | --- | | **SUMMARY**  Motivated and results-driven Recruiter with proven experience in sourcing, screening, and onboarding top talent. Skilled in leveraging recruitment technology, data-driven decision-making, and employer branding to attract diverse and high-quality candidates. Seeking to contribute to a forward-thinking organization by aligning talent acquisition strategies with business goals. | | **SKILLS**   * **Recruitment expertise:** Full-cycle recruiting, sourcing strategies, candidate assessment, interview facilitation, employer branding * **Data & digital HR skills:** Recruitment analytics, ATS (Applicant Tracking Systems), HRIS (e.g., Workday, Greenhouse, BambooHR), data-driven sourcing * **Strategic HR competencies:** Workforce planning, talent pipeline development, market mapping, DEI recruiting initiatives * **Communication: Strong** interpersonal, written, and verbal communication; ability to build relationships with candidates, hiring managers, and stakeholders * **Organizational skills:** Skilled at managing high-volume requisitions, meeting deadlines, and maintaining compliance in recruitment processes * **Technical skills:** Microsoft Office Suite (Word, Excel, PowerPoint), LinkedIn Recruiter, Boolean search, AI recruitment tools. | |  | |  | | --- | | **PROFESSIONAL Experience**  RECRUITER [Company Name], [City, State] Dates From – To   * Sourced, screened, and shortlisted candidates for 30+ roles monthly across multiple departments. * Implemented data-driven recruitment metrics, improving time-to-hire by 20%.. * Partnered with hiring managers to refine job descriptions and competency-based interview guides. * Strengthened employer branding efforts, resulting in a 15% increase in quality applications. * Ensured compliance with labor laws and diversity hiring practices.   Talent Acquisition Specialist  [Company Name], [City, State] Dates From – To  * Managed end-to-end recruitment for technical and non-technical roles, filling positions within SLA. * Conducted behavioral interviews and competency-based assessments for 200+ candidates annually. * Supported workforce planning by developing proactive talent pipelines for critical roles. * Collaborated with HR team to improve candidate onboarding and retention strategies. | | **Education** Bachelor of [Degree, e.g., Business Administration with a focus on Human Resources][School], [CITY, STATE] [Month/Year] - [Month/Year]   * **Relevant coursework:** Talent Acquisition, Organizational Behavior, Employment Law | | **CERTIFICATIONS**  **AIHR’S SOURCING & RECRUITMENT CERTIFICATE PROGRAM (CP)**   * Specialized in advanced sourcing strategies, recruitment analytics, and future-focused talent acquisition practices. | |

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