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

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| **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.
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| **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.
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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:** Talent Acquisition, Organizational Behavior, Employment Law
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| **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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