

[Your Full Name]

City, State, Zip Code

Cell: 000-000-0000

email@email.com

[Summary of your work skills that are relevant to the role you are applying for, highlighting why you are an ideal candidate for this vacancy]

Core Qualifications

- List Recruitment and HR specific qualifications and when they were achieved
- List Recruitment and HR- specific qualifications and when they were achieved

Experience

State Job Title

Dates you worked at the company (dd/mm/yyyy- dd/mm/yyyy)

Company Name, City, State

- List job responsibilities
- List job responsibilities

State Job Title

Dates you worked at the company (dd/mm/yyyy- dd/mm/yyyy)

Company Name, City, State

- List job responsibilities
- List job responsibilities

Education

State university degree and GPA as well as any prior qualifications if not Recruitment and HR--related field