

Sample Resume

Needa Job

1492 Columbus Route
Laconia, New Hampshire 03246
603-555-1234
Needajob@hotmail.com

Career Objective

I am looking for a Personnel Analyst position that utilizes my education and experience in the field of Human Resources, so that I can contribute to the organization and further enhance my professional skills.

Summary of Qualifications

I am experienced in recruitment and staffing, benefits administration, project development and implementation, and workforce planning.

My professional experiences include competencies in the following areas: Analytical thinking, client orientation, creative thinking, decision-making, problem solving, time management, leadership, interpersonal skills, oral communication, written communication, and computer skills.

Education

University of Florida, Gainesville, Fl
Bachelor of Arts in Human Resource Management May 2000

Work Experience

XYZ Health Care Systems, Orlando, Fl.
Human Resource Specialist
June 1, 2008-Present

- Recruit, interview, and select candidates for employment at XYZ Company.
- Administer testing requirements and perform reference checks.
- Complete analysis for position re-classifications.

ABC Company, Alexandria, Va.
Human Resource Analyst
July 4, 2004 to May 27, 2008

- Created a recruiting strategy for the company to attract engineers.
- Created a recruiting manual and recruitment policies and procedures.
- Member of organizational interviewing committee

Istudyhard University, Boston, Ma.
Recruitment Specialist
August 1, 2000 to June 20, 2004

- Managed the college recruiting process including initial contacts, publicity, prescreening, and on-campus interviewing.
- Analyzed compensation structures and made recommendations to administration for modifications.
- Member of review committee to analyze health insurance coverage and recommend new carrier.
- Provided training on interviewing, sexual harassment, and Microsoft application programs.

Special Skills

Computer Skills: Publisher, PowerPoint, Excel, Lotus 123, MSWord, Outlook.
Additional Training: NASPE certification, Contract Negotiation.