

# Full Name

Address | Phone Number | Email | LinkedIn

## Professional Summary

Concise summary highlighting experience as an HR Specialist, key skills, and a statement of professional objectives.

## Core Competencies

Employee Relations  
Recruitment & Onboarding  
Performance Management  
Benefits Administration  
Compliance & Policy  
HR Information Systems (HRIS)

## Professional Experience

Job Title “ Company Name

Month Year “ Present

Responsibility/accomplishment #1  
Responsibility/accomplishment #2  
Responsibility/accomplishment #3

Job Title “ Previous Employer

Month Year “ Month Year

Responsibility/accomplishment #1  
Responsibility/accomplishment #2

## Education

Degree, Major

Year

University Name

## Certifications

Certification Name “ Issuer, Year  
Certification Name “ Issuer, Year

## Professional Affiliations

Association Name “ Role/Member, Year“Year

## Technical Skills

HRIS Systems  
MS Office Suite  
Applicant Tracking Software