

# John Doe

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**Email:** johndoe@example.com  
**Phone:** (123) 456-7890  
**LinkedIn:** linkedin.com/in/johndoe  
**Location:** San Francisco, CA

## Summary

Motivated and detail-oriented HR professional with a strong foundation in recruitment and talent acquisition. Eager to apply knowledge of hiring best practices, interview techniques, and candidate evaluation to support organizational growth.

## Skills

- Candidate screening and assessment
- Job posting and outreach
- ATS (Applicant Tracking System) familiarity
- Interview coordination
- Onboarding assistance
- Strong communication and interpersonal skills

## Experience

HR Assistant | ABC Corporation | June 2022 – Present

- Assisted in the recruitment process by posting job openings and screening initial applications.
- Scheduled interviews and coordinated hiring activities between candidates and hiring managers.
- Maintained and updated the ATS system with candidate information.
- Supported new hire onboarding by ensuring all paperwork was completed and filed correctly.

Recruiting Intern | XYZ Staffing Agency | Jan 2022 – May 2022

- Conducted initial candidate screenings and scheduled interviews.
- Assisted in drafting job descriptions and updating job boards.
- Managed candidate databases and maintained hiring records.

## Education

**Bachelor of Business Administration (BBA) – Human Resources**  
University of California, Berkeley | 2022

## Certifications

- SHRM Certified Professional (In Progress)