Jane Doe  
4567 Main Street, Chicago, Illinois 98052  
(716) 555-0100  
janna@example.com  
  
Graduate of Jasper University with a degree in Human Resources Management. Experienced in human resources practices and policies. Highly skilled in project management software, data analytics, and proficient in typing. Looking to transition into a software engineering role where I can apply my strong analytical and time management skills.  
  
EXPERIENCE  
  
Lamna Healthcare Company, Human Resources Generalist  
January 20xx - Present  
Reviewed, updated, and revised company hiring practices. Developed recruitment programs which significantly increased diversity and reduced recruitment costs by 14%.  
  
Wholeness Healthcare, Human Resources Intern  
June 20xx - August 20xx  
Assisted in recruitment outreach to prospective employees. Conducted seminars to educate employees about employment benefits.  
  
SKILLS  
  
Project Management Software Proficiency  
Data Analytics  
Typing Speed: 96 WPM  
  
EDUCATION  
  
Jasper University, Bachelor of Arts in Human Resources Management  
May 20xx  
  
INTERESTS  
  
Literature  
Environmental Conservation  
Art  
Yoga  
Skiing  
Travel