

**Li Xiaoli**

**Job Intention:** Recruiter

**Bachelor Degree, Guangzhou University( Bachelor) 2015.9-2019.6**

**Recruitment Specialist of Technology Co., Ltd. 2018.08-2019.2**

**Work content:**

1. Complete departmental human resource planning according to the company's business development needs;
2. Recruit talents according to the employment needs of business units and complete recruitment goals in a timely manner;
3. Analyze the talent situation in the industry, and meet the company's employment needs on time and quality;

**Human Resource Management System 2019.3 ~ 2019.6**

**Project description:** A process to build a personnel information management system and standardize management processes, reduce human and material costs, interface with developers and technical personnel, put forward requirements, and gradually modify and improve.

**Project performance:**

1.The update of the attendance management module is completed within 3 months, which ensures the accuracy of the data and reduces the time cost of attendance management.

1. Formulate corporate talent recruitment plans based on corporate strategic goals, departmental talent demand plans, and developments;

3.Lead or participate in the planning of the human resources management system related to recruitment, and establish an internal and external talent reserve database from scratch.

1.Strong learning ability, good at thinking, diligent and hardworking, the university ranks 6/58 in the major;  
2.Good communication skills, able to execute the decisions and goals proposed by the senior management during their employment;

**Education background**

**Experience**

**Experience**

**Evaluation**

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**How to write a good resume, in the many resumes out of the top, pay attention to the following points:**

**Resume experience description**

**Resume style and typography**

**Resume hobbies**

The style of the resume is very important. The first thing that hr sees is not the content, nor the photo, but the style and typesetting. The style should be unified, the typesetting should be overall beautiful, and have their own highlights, which will make your resume in a short time. win.

Interests and hobbies should write strengths, generally write two or three points. Do not write weak items. Avoid hr interviews, you will find some topics to chat with you, and the embarrassing phenomenon can not be answered.

In summary of the above points, in the process of making resumes, the current personality characteristics are more prominent.Make the resume simple and not simple, and highlight the encirclement.Increase employment opportunities.

**b work experience**

In a concise and clear language, describe what you have experienced, what kind of environment and background you have achieved.

In the past experience description, try to use succinct vocabulary and key words to let hr know in a short time.

After writing the experience, you can write what you learned and summarize it briefly.Corporate recruitment, more emphasis on personal growth, whether to reflect on the work, whether self-learning and rapid growth performance.

**a. Award-winning experience**

In order to add points to their resumes, many students won awards during college, and they all wrote up, but from the perspective of hr, resumes almost all wrote award-winning experiences, no particularity.

Therefore, in order to better express what you have in particular, you can emphasize the level and particularity of the reward, and use specific figures to express it, which will attract the attention of hr and increase your recognition.

**Resume tips**