YOUR FULL NAME

HR EXECUTIVE / TALENT ACQUISITION

[City, State] | [+91 XXXXX XXXXX] | [name@email.com] | [LinkedIn / Portfolio]

PROFESSIONAL PROFILE

Organized [HR graduate / recruiter] with knowledge of [candidate sourcing, interview coordination and onboarding]. Skilled in stakeholder communication, accurate records and confidential handling of recruitment information.

CORE SKILLS

Recruitment: [Job posting, screening, candidate outreach, interview scheduling]

HR Operations: [Onboarding, documentation, employee records, attendance]

Systems: [ATS / HRIS tools, job boards, Excel, email and calendar tools]

HR / RECRUITMENT EXPERIENCE

[HR Intern / Recruitment Coordinator] | [Company] | [Dates]

- Shortlisted applicants against [role criteria] and maintained [candidate tracker].
- Scheduled [interviews / assessments], followed up with candidates and informed [stakeholders].
- Supported [joining formalities / HR reports] while protecting [personal information].

SELECTED PROJECTS

[Recruitment Tracker / HR Analytics Project] | [Year]

- Built [spreadsheet / dashboard] to monitor [recruitment stage or turnaround].
- Summarized [bottlenecks / quality measures] and suggested [improvement].

EDUCATION

[Degree / HR Specialization] | [Institution] | [Year]

CERTIFICATIONS & ADDITIONAL DETAILS

[HR certification / Excel course] | [Issuer]