

HR and Recruiting Resume

Resume template / DOCX, Google Docs, text-based PDF

Best for

Recruiters, HR coordinators, people operations specialists, and talent acquisition partners

Summary

A people-operations resume that connects candidate pipelines, employee support, systems, compliance, and stakeholder service.

Sample Skills

- Candidate sourcing
- Interview coordination
- ATS hygiene
- Onboarding
- Employee records
- Stakeholder communication

Sample Impact Bullets

- Coordinated 120+ interviews per quarter while keeping candidate, recruiter, and hiring-manager updates on schedule.
- Improved onboarding completion by standardizing task owners, reminders, document collection, and first-week checkpoints.
- Cleaned ATS data fields and disposition notes so pipeline reports reflected accurate stage, source, and aging information.