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| Jane Doe | | |
| Summary  Detail-oriented and motivated recent graduate seeking to leverage strong organizational skills and a passion for human resources in an HR Assistant role. Eager to support HR operations and contribute to a positive workplace environment.  Work Experience  **HR Intern Jun 2022 – Aug 2022**  XYZ Corporation Anytown, CA   * Assisted in the recruitment process by screening resumes and scheduling interviews for potential candidates. * Maintained employee records and ensured accurate data entry into HR information systems.   **Administrative Assistant Jan 2021 – May 2022**  ABC Company Anytown, CA   * Supported daily office operations including answering calls, responding to emails, and maintaining filing systems. * Coordinated employee onboarding processes and prepared new hire documentation.   Education Bachelor of Arts: Human Resources Jan 2022 *University of California**Anytown, CA* | Contact  (123) 456-7890  jane.doe@example.com  Anytown, CA 90210  Skills  Microsoft Office Suite  Data Entry  Communication Skills  Time Management  Problem-Solving  Customer Service  Team Collaboration  Confidentiality  Attention to Detail |