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| Jane Doe |
| SummaryDetail-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.

EducationBachelor of Arts: Human Resources Jan 2022*University of California**Anytown, CA* | Contact(123) 456-7890jane.doe@example.comAnytown, CA 90210SkillsMicrosoft Office SuiteData EntryCommunication SkillsTime ManagementProblem-SolvingCustomer ServiceTeam CollaborationConfidentialityAttention to Detail |