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# HR GENERALIST RESUME

Human resource generalists handle all aspects of the human resources department. There is a wide array of HR programs, policies, and procedures that need to be administered. This includes recruiting, interviewing, placing, and training new workers, facilitating employee relations, dispensing payroll and benefits, and disciplining and firing wayward employees when necessary. In addition, the HR generalist must keep records of, and process paperwork for all of these activities.

A HR generalist resume should give equal weight to education and employment history. Typically, this position requires at least a bachelor's degree in human resources, business, or some other relevant area. Many companies also prefer applicants with prior work experience in a related job, such as human resources assistant or another customer service position. Below are three HR generalist resume formats that provide an example of how to structure a resume for this position based on various experience levels.

## Entry-Level Resume

While other HR jobs may be considered ideal for entry-level candidates, the HR generalist position requires prior experience in the field of human resources, business, or customer service. Applicants for this position also usually benefit from having certifications to prove their skills in the field of human resources. Yet, if a candidate is confident in their abilities, he or she could use previous volunteer or extracurricular activities in a relevant area to prove his or her merit. In the HR generalist resume example below, Mr. Porter describes his college internship to demonstrate his skills at office administration.

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## SUMMARY:

Hardworking and dedicated HR generalist candidate seeks new employment opportunities. Very detail oriented and able to work on multiple tasks at once. Familiar with employment laws and standards. Excellent communication skills and speak effectively with employees at all levels of the organization.

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## EDUCATION:

### Georgia State University, 2010 – 2014

Bachelor of Business Administration in Managerial Science

### Milton High School, 2006 – 2010

High School Diploma

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## RELEVANT SKILLS:

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## VOLUNTEER EXPERIENCE:

### Mid-Level Professional Resume

A mid-level candidate is someone who has been employed in the same area of work for at least three years. At this point, he or she gives the impression of desiring to make a career in this field and of looking for long-term employment. Such an applicant is very attractive because companies value consistency and longevity, especially in a department like human resources. In the HR generalist resume sample below, Ms. Bennett discusses her prior work experiences and the responsibilities she had at her past jobs.

### Sandra Bennett

9959E Peakview Avenue | Englewood, CO 80111 | Home: 720-208-2433 | Email: [email]

### HR Generalist

#### *Four years of experience creating a high performance work environment*

- **Communication:** Serve as first point of contact for employees to discuss their comments and concerns about a wide array of topics such as leave of absences, management issues and payroll issues.
- **Interpretation:** Address and, when possible, resolve employee issues using independent decision making authority, aim to provide tactical solutions in accordance with company's overall standards and strategy.
- **Knowledge:** Maintain familiarity with laws and policies regarding employee relations, benefits, and performance management, conducts investigations on a regular basis.

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## TECHNICAL SKILLS:

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- **Computer Programs:** Familiar with Microsoft Office Suite, Human Resource Information Systems (HRIS), Payroll
- **Languages:** Fluent in spoken and written Spanish

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## EXPERIENCE:

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Connections Training and Staffing, INC – Denver, CO  
**HR Generalist, 2012 to Present**

### Experienced Professional Resume

A candidate with seven or more years of work in the field is considered an experienced professional. For a position such as HR generalist, experienced applicants are highly desirable as they are expected to have no problem managing the department. In the HR generalist sample resume below, Ms. Clark discusses the work she has done for previous companies and the professional skills she has developed in the course of her career.

**Jessica Clark**

**Email:** [email]

401 E. Illinois | Chicago, IL60611 | H: (312) 488-7935 | C: (773) 203-6599

### HR GENERALIST

Experienced and intelligent HR generalist candidate seeks new employment opportunities. Familiar with the process of gathering and analyzing information. Skilled at identifying and resolving issues before they escalate. Organizes with a keen eye for strategic development and long term functionality. Speaks and writes with clarity and persuasion. Additional skills include:

**Customer Service | Quality Assurance | Dependability**

**Microsoft Office Suite | Time management**

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## RELEVANT EXPERIENCE:

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Universal Granite and Marble – **HR Generalist**, Chicago, IL  
2009-Present

Responsible for the administration of all activities related to the human resource department. Recruit, interview, and select new hires. Provide management and employee training courses in a variety of areas such as safety, performance review, and sexual harassment. Resolve issues pertaining to employee relations. Perform regular performance review to ensure a high quality work environment. Coordinate employee benefit programs including health and dental insurances, vacation policies, pension plans, and employee assistance.

The Solutions Group – **HR Generalist**, Chicago, IL  
2005-2009

Filled employee vacancies using standard recruitment, interview, and selection processes. Advised management and staff on various HR topics such as recruitment, training, professional development, employee relations, and benefits. Ensured all employee related areas complied with all state and federal regulations as well as company HR policies. Counseled employees and resolved their concerns whenever possible.

Fort Transfer – **HR Generalist**, Morton, IL  
2004-2005

Performed the duties necessary of the Human Resource Department for a major company in the trucking industry. Oversaw the engagement of company employees and independent contractors, fulfilling requirements such as background checks, contract creation and negotiation, i-9 verifications, and insurance enrollment. Prepared the employee handbook and assisted in developing the policies and procedures the manual contained. Executed standard administrative functions including payroll, performance review, claims resolution, benefit packages, etc. Organized regular staff functions to promote a friendly team environment.

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## EDUCATION AND PROFESSIONAL DEVELOPMENT:

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