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# HR RECRUITER CV

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In writing an HR Recruiter CV, it is ideal to present first the qualities that most employers are going to look for in an HR Recruiter. These may include experience and/or expertise in corporate recruiting, technical recruiting, agency services, job-boards, CV databases, direct sourcing, outsourcing, link-building and other recruitment-related skills. Strong organizational and communication skills should also be stressed out. Normally, employers prefer applicants who finish a degree in Human Resources Management or other related courses. Present your education and work history with the most recent at the top of the list. A CV of an HR Recruiter looks like the following sample.

## Ocean Joseph

Ap #929-8223 Et, Rd., Llanelli, Carmarthenshire, Y6 1GK Date of Birth: June 21st, 1989

Email: [email] Mobile: 07430 370331 Tel: 01856 569504

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### CAREER AIM:

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My main goal as HR Recruiter is to contribute to the company's success by implementing solid and highly productive recruitment processes. I aim to do this by developing an extensive recruitment plan across a wide client base and utilizing established recruitment strategies as well as testing out promising new techniques. Along with the cooperation of competent intra- and inter-organizational networks, I am positive that this goal can be achieved. One of my objectives is continuous professional enhancement as an HR Recruiter and be among the best in my field of expertise. With this said, I am confident that I will be an asset to the company.

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### KEY SKILLS & QUALITIES:

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Hands on experience in monitoring all recruitment activities for organization  
Immense knowledge of maintaining records on database  
Remarkable knowledge of sourcing directly with help of various tools  
Ability to resolve all issues within required timeframe  
Ability to coordinate with all internal and external partners efficiently  
Solid understanding of maintaining confidentiality of all HR information

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### QUALIFICATIONS:

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BBA (Hons) in Human Resources Management	Dundee
Dundee University	2008 to 2011
A-levels: English Language, Mathematics, Physics, Chemistry	Cambridge
Cambridge Regional College	2006 to 2008
GCSEs: English Language, Mathematics, Physics, Chemistry	Southfields
Saint Cecilia's Wandsworth School	2001 to 2006

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### EMPLOYMENT AND EXPERIENCE:

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McCall Limited	London
HR Recruiter	2012 to Till Date

- Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.
- Designed and maintained job postings on various social media sites and websites with various tools.
- Coordinated with hiring manager and participated in the interviewing panel.
- Analyzed various job applications and filtered candidates through telephonic or one on one interviews.
- Communicated results to the candidate and the organization for all selections.
- Assisted in recruitment of staff members and members on contract basis across organization.

Gibson Hollyhomes	Manchester
HR Recruiter	2011 to 2012

- Prepared all recruitment strategies and ensured achievement of all objectives.
  - Developed strategies by placing job advertisements in various news and job sites.
  - Participated in various candidate selections and prepared an efficient interviewing schedule.
  - Analyzed all job requirements and screened the appropriate candidate for job.
  - Negotiated with movers and assisted employees with temporary accommodation if required.
  - Monitored organization policies and recommended changes if required.
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### REFERENCES:

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Neve Russell  
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213-2574 Elit Av., Llandovery  
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