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## Legal Recruiter Resume

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### Job Objective

An expert Legal Recruiter, aspiring for a job in a growth oriented organization where my recruiting experience can be used for making a positive contribution in the human resources department.

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### Highlights of Qualifications:

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- Remarkable experience of placing attorneys in law firms
  - Huge knowledge of using varied sourcing plans and tools
  - Deep knowledge of administering candidates
  - Proficient with MS Office applications
  - Familiarity with law firm and corporate legal department culture
  - Ability to screen, interview and outline candidate slate
  - Ability to communicate at all levels in the legal community
  - Superior interpersonal and communication skills
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### Professional Experience:

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Legal Recruiter  
Marina Sirras & Associates LLC, Stevens Point, WI  
June 2006 – Present

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### Responsibilities:

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- Coordinated with hiring teams and maintained network of potential candidates.
- Carried out in-depth interviews of potential candidates.
- Suggested ideas and strategies with regard to recruitment.
- Formulated plan with deliverables and conducted interviews.
- Corresponded in special projects.

Legal Recruiter  
Chelsea Search Group, Inc., Stevens Point, WI  
January 2002 – May 2006

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### Responsibilities:

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- Selected and interviewed candidates.
  - Imparted guidance to hiring managers on recruitment procedures.
  - Outlined job postings and recruitment advertisements.
  - Carried out reference checks and drafted offer letters.
  - Managed screening of resumes.
  - Assisted EEO and Department of Employment Services guidelines.
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### Education:

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Bachelor's Degree in Business  
Connecticut College, New London, CT

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