Carly Applicant

2000 East Street, Apt. 12, Albany, New York 12345

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CAREER OBJECTIVE

Recruitment manager with eight years’ experience administering million-dollar recruiting budgets to successfully build teams of professionals, particularly IT and life sciences, seeks a position with a top recruiting firm.

CORE QUALIFICATIONS

* Developed and implemented online applicant tracking system used to successfully hire over 800 professionals.
* Increased retention rate of hired employees by an average of 20 percent.
* Good interpersonal skills; have cultivated contacts at many top companies.
* Have a track record of successfully recruiting and training personnel.

PROFESSIONAL EXPERIENCE

XYZ RECRUITING COMPANY, Stamford, CT

**Senior Recruiter***,* September 2016-Present

Maintain consistent relationships with multiple Fortune 1000 companies, helping each firm fill dozens of upper-level management positions.

* Successfully hired over 400 professionals in clean-tech and science industries.
* Provide coaching and leadership training to 20 recruiting assistants and their client management.
* Developed a training manual for new recruits that was adopted by the firm as a training tool used with all new hires.

IT COMPANY, Albany, NY

**Recruiting Manager**, May 2010-September 2016

Recruited and staffed all departments, including development, operations, IT, and human resources.

* Administered recruiting budget of $500,000, saving the company 10 percent through efficient advertising strategies.
* Developed and maintained online applicant-tracking system.
* Conducted recruiting presentations across the Northeast and designed employment packages to successfully attract ideal employees.

EDUCATION

**Bachelor of Arts in Political Science** (May 2010); GPA 3.9

University of ABC, New York, NY

*Dean’s List; Graduated Summa Cum Laude*