

英文求职信模板17人力资源招聘专员 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/293/2021_2022__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_293933.htm 英文简历模板：人力资源招聘专员 RECRUITER(Human Resources Department)Sandy Bin 15/F,TOWARD ,BRIGHT CHINA,BUILDING1,BEIJING. OBJECTIVETo contribute managerial skills to a challenging position as a recruiter. SUMMARY OF QUALIFICATIONSExtensive public relations work,dealing with all levels of employment. Self-motivated.able to organize,analyze and meet operational deadlines. Respond well in high-pressure atmosphere. Capable of handing a diversity of responsibilities simultaneously. EXPERIENCENORMAN DEPARTMENT STORES,New London,CTManager of Executive Recruitment,6/87-1/94Oversaw college recruiting process,annual budget \$75,000.Presented campus recruitment workshops.developed internship program.Hired/recruited support and merchandising staff.Organized senior executive involvement.Received award for overall achievement and outstanding performance in Human Resources,3/92. Department Manager,9/85-6/87Merchandised childrens clothing and accessories.Analyzed/marketed \$2 million inventory.Coordinated inventory control.Trained/developed staff of 15 sales associates in customer services skills and selling techniques.Achieved 20% sales increase over one year period.Chosen manager of the year for excellence in execution of responsibilities,1986.SEINFELDS

Redding,CT Selling Supervisor Trainee,6/85-8/85 Coordinated merchandising and overall appearance of Mens Department. Evaluated sales data. Controlled inventory and placement of incoming merchandise. Executed price revisions. EDUCATION CONNECTICUT COLLEGE, New London, CT B.A., Spanish Modified with Government Studies, May 1987

NOTICE Specific contributions display candidates achievements and problem-solving abilities. Specific dates of employment (month and year) are ideal for candidates with no gaps in work history. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com