**<Name>**

<Address>

 <Telephone Number>

<Email Address >

<Insert Personal & Professional Summary>

*i.e. I am a hardworking, passionate and competent recruitment professional with over 3 years’ experience in the recruitment sector. I specialise in the attraction, recruitment and care of candidates in the Manufacturing arena and pride myself on the consistency of positive feedback I receive from those who I support.*

*I now seek a new role where I can broaden my experience in the recruitment arena and would value an opportunity to recruit across a broader range of roles.*

**Education**

**\*Most Recent First**

**Year: Name of Establishment**

Course Details

***i.e.***

***2015: Lancaster University***

*BA (Hons) Psychology – 2:1*

**Professional Competencies**

* List key areas of professional competence and skill
* *i.e. Attraction, Recruitment and Candidate Care practice*

**Employment History**

**\*Most Recent First**

**From - To Employer Name, Location**

 **Job Title**

* Bullet points outlining summary of responsibilities, key achievements and accountabilities (aim for 5-10 bullet points)

***i.e.***

***Jan 2019 - Present Workforce People Solutions Ltd, Bolton***

 ***Recruiter***

* *Providing a first-class candidate experience by attracting, recruiting and supporting candidates in their work finding journey*
* *Utilising a range of resourcing techniques to source talent including social media, job boards, referrals and headhunting*
* *Building talent pools of candidates based on our client’s ongoing staffing strategies*
* *Working to monthly and quarterly targets - consistently delivering over 90% to target over the preceding 18 months*
* *Awarded Recruiter of the Quarter on 3 occasions based on delivering placement targets*
* *Working with a range of in-house systems to effectively manage candidate pipelines*

**IT Competencies**

* List hardware/software experience
* *i.e.*
	+ *Bespoke in-house CRM usage*
	+ *Microsoft Office inlc. Word, PowerPoint & MS Teams*
	+ *Advanced Excel skills including Pivot tables and VLOOKUPs*

**Additional Qualifications**

**Year: Awarding Body**

Course Details

***i.e.***

***2018: Recruitment & Employment Confederation (REC)***

*Certificate in Recruitment Practice*

**Personal Interests**

Brief summary of hobbies and interests

*i.e In my spare time I am a keen walker, and spend much of my spare time climbing the Lakeland fells. I also have a keen interest in Musical Theatre and visit the theatre as often as possible.*

**References**

Available on request