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HR Resume Templates

HR resume templates are specimen CVs that you can make use of if you are applying for a job in the Human Resources department. Each job requires a custom made resume. The jobs in human resource category are challenging. The resumes also should stand the challenge. HR resume templates will help you to prepare the strong and imposing resume you require.

There are many jobs related to human resources. HR Specialist, HR Consultant, Human Resources Manager, On-Site Supervisor, Benefits Analyst, HR Recruiter, Human Resources Associate etc. are some of the jobs in this section. As the name suggests this field is associated with human beings and a good understanding of human behavior will be an added advantage.

HR Assistant Resume Template

Angelina Rogers
234 King Lane
Marksville, MA 04349
Phone: (285) 295299
Angelina.rogers@youremail.com
Objective:
Seeking the job as a HR Assistant in leading organization that can utilize my skills to the maximum.
Summary of Qualifications:
• Excellent interpersonal and communication skills.
• Undergone training in people management.
• Aware of latest developments in HR management practices and processes.
• Have worked in wide range of organizations.
Career Experience/Job History:
2005-Present
Royal Softwares Inc
HR Assistant

• Coordinate with various departments and interview panel and aide in recruitment process.

• Formulate training programs for the employees.