

# EMILY PARKER



## INTERNAL RECRUITER

**Phone:** (303) 555-1234

**Address:** Denver, CO

**Mail:** emily.parker@email.com

Motivated entry-level recruiter seeking to leverage strong interpersonal and organizational skills as an Internal Recruiter at a growing tech company. Eager to contribute to team success by identifying top talent and fostering a positive candidate experience.

### EXPERIENCE

June 2024 - December 2024

GreenTech Solutions / Denver, CO

Recruitment Assistant

- Assisted in posting job ads across multiple job boards and social media platforms.
- Screened resumes and conducted initial phone interviews for entry-level positions.
- Coordinated interview schedules with hiring managers, ensuring a smooth process.
- Managed candidate communications and followed up on application statuses.
- Provided administrative support to the HR team during the onboarding process.

### EDUCATION

Bachelor of Arts  
in Human Resources  
Management

University of Denver, Denver, CO

Graduated: May 2024

Certified Internet  
Recruiter (CIR)

AIRS

2025

HR Fundamental-  
s Certificate

University of Denver

2024

### SKILLS

Candidate sourcing and screening

Expert

Job posting and applicant tracking  
systems (ATS)

Expert

Interview scheduling and  
coordination

Expert

Strong communication and  
negotiation skills

Expert

Employee onboarding support

Expert

### LINKS

LinkedIn: /in/emilyparker