

EMILY PARKER



INTERNAL RECRUITER

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Address: Denver, CO

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	<ul style="list-style-type: none">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
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Certified Internet Recruiter (CIR)	AIRS 2025
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HR Fundamentals Certificate	University of Denver 2024
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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