**[Your Name]**

[Current job title, if applicable]

[Street Address, City, Zip Code]

[Contact number] | [Professional email address]

 [Link to HR blog] | [LinkedIn profile]

**Summary:**

[Briefly discuss your experience, skills, and how you will improve the operational efficiency of the organization in your role as an HR associate.]

**Achievements/Highlights:**

[List any achievements/awards/notable contributions related to HR in reverse chronological order.]

**Experience:**

[Company Name / Job Title, Month 20XX – Present, Location]

[Briefly describe key duties and contributions related to HR management. Any customer service jobs or experience that highlights leadership and organization skills can be listed.]

[Company Name / Job Title, Month 20XX – Month 20XX, Location]

[Briefly describe key duties and contributions related to HR management. Any customer service jobs or experience that highlights leadership and organization skills can be listed.]

[Company Name / Job Title, Month 20XX – Month 20XX, Location]

[Briefly describe key duties and contributions related to HR management. Any customer service jobs or experience that highlights leadership and organization skills can be listed.]

**Certifications:**

[Name of certificate / license, Institution, 20XX]

[Name of certificate / license, Institution, 20XX]

[Name of certificate / license, Institution, 20XX]

**Education:**

*(List your schools in reverse chronological order)*

[School or institution | Location, Month 20XX – Month 20XX]

[Degree name / Majors]

[School 2 | Location, Month 20XX – Month 20XX]

[Degree name / Majors]

**Skills:**

* [Bulleted list of key skills relevant to administration and HR management. List 5–10 skills, including both soft and hard skills. Be sure to include software and tools you’re familiar with.]