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| --- | --- |
| YourNameHR Coordinator | [Street Address][City][Zip code][Contact number][Email Address][LinkedIn Link] |
| Summary | [Briefly talk about your background, skills, and how this position aligns with your career path] |
| **Competencies****Professional Experience** | horizontal line[Competency 1][Competency 2]horizontal lineCompany Name / Job TitleMonth 20XX - Present, LocationCompany Name / Job TitleMonth 20XX - Month 20XX, Location |
| Education | horizontal lineSchool Name / DegreeMonth 20XX - Month 20XX, LocationSchool Name / DegreeMonth 20XX - Month 20XX, Location |
| CertificationsAwards | horizontal line[Certificate 1][Certificate 2]horizontal line[Award 1][Award 2] |