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| --- | --- |
| Your Name  HR 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 line School 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] |