

# [Candidate Name]

[City, State] | [email@example.com] | [(000) 000-0000] | [LinkedIn URL]

## PROFESSIONAL SUMMARY

Results-driven **Talent Acquisition Specialist** with [X+] years of experience leading full-cycle recruiting across [industry/industries], from workforce planning to onboarding. Proven track record in building high-quality candidate pipelines, reducing time-to-fill, and improving hiring manager satisfaction through data-informed strategies. Adept at leveraging **ATS platforms, sourcing tools, and employer branding** to attract diverse, high-caliber talent. Known for strong stakeholder management, consultative partnership, and a candidate-centric approach that elevates the overall hiring experience.

## PROFESSIONAL EXPERIENCE

### [Senior Talent Acquisition Specialist] | [Mid-Sized Technology Company]

[Month YYYY] – Present | [City, State]

- Led end-to-end recruitment for [Engineering, Product, and Operations] roles (average requisition load of [20–25] positions), achieving a sustained **time-to-fill reduction of [25%]** through structured intake meetings, targeted sourcing, and streamlined interview processes.
- Developed and executed multi-channel sourcing strategies using **[LinkedIn Recruiter, Indeed, niche job boards, employee referrals, and talent communities]**, increasing qualified candidate pipeline volume by [30%] while maintaining stringent quality-of-hire standards.
- Partnered with [hiring managers and HR Business Partners] to define role requirements, create competency-based interview guides, and implement **structured interviewing and scorecards**, resulting in an [improvement in hiring manager satisfaction scores from X to Y/10].

### [Talent Acquisition Specialist] | [High-Growth SaaS Startup]

[Month YYYY] – [Month YYYY] | [City, State]

- Managed full-cycle recruiting for [Sales, Customer Success, and Marketing] roles using **[Greenhouse / Lever / Workday or similar ATS]**, ensuring accurate pipeline tracking, compliance, and data integrity across all requisitions.
- Designed and implemented an **employer branding and candidate engagement** initiative (updated job descriptions, social media campaigns, and career site content), increasing inbound applications by [X%] and offer-acceptance rate by [Y%].
- Introduced data-driven recruiting dashboards using **[Excel / Google Sheets / BI tool]** to monitor key metrics (time-to-fill, source-of-hire, funnel conversion), enabling leadership to make informed decisions on headcount planning and sourcing investments.

## EDUCATION

### [Bachelor of Arts in Human Resources Management] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- Relevant coursework: [Talent Management, Organizational Behavior, Employment Law, HR Analytics].

### [Professional Certification in Talent Acquisition / Recruiting] | [Certifying Body, e.g., SHRM / HRCI / LinkedIn Learning]

[Month YYYY] – [Month YYYY]

- Focus areas: [Sourcing strategies, behavioral interviewing, diversity recruiting, candidate experience].

## SKILLS

- Recruiting & Sourcing:** [Full-cycle recruiting], [LinkedIn Recruiter], [Boolean search], [Passive candidate outreach], [Campus & early-career hiring].
- Tools & Systems:** [ATS: Greenhouse / Lever / Workday / iCIMS], [HRIS exposure], [Job boards], [Video interview platforms], [Microsoft Excel / Google Sheets].

- **Interviewing & Assessment:** [Structured interviewing], [Competency-based questions], [Interview scorecards], [Reference checks], [Offer negotiation].
- **Talent Strategy:** [Workforce planning support], [Pipeline building], [Employer branding], [Diversity, equity & inclusion-focused recruiting].
- **Analytics & Reporting:** [Recruiting metrics & KPIs], [Time-to-fill analysis], [Source-of-hire reporting], [Funnel conversion tracking].
- **Soft Skills:** [Stakeholder management], [Consultative communication], [Relationship building], [Prioritization & time management], [Negotiation & influence].

## PROJECTS

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### [High-Volume Hiring Campaign for Seasonal Operations Roles] | [Company Name]

[Month YYYY] – [Month YYYY]

- Coordinated a high-volume hiring initiative for [X+] seasonal roles across [Y] locations, designing a streamlined screening and interview process that reduced average time-to-offer to [Z] days.
- Implemented group information sessions and standardized phone screens, increasing recruiter efficiency and improving candidate throughput by [X%].

### [Diversity Recruiting & Inclusive Hiring Initiative] | [Company Name]

[Month YYYY] – [Month YYYY]

- Partnered with [ERGs and external organizations] to expand outreach to underrepresented talent pools, updating job descriptions and interview training to align with **inclusive hiring best practices**.
- Tracked and reported diversity pipeline metrics, contributing to a [X%] increase in diverse candidate representation at the interview and offer stages over [Y] months.