

Toolkit: Human Resources

Resume Example

LU Rambler Name

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Competitive and resourceful human resource management major. Passionate about serving as an effective HR business partner and committed to delivering exceptional results. Experienced in various HR information systems and skilled at cross-departmental collaboration, public speaking, and facilitating groups.

Core Skills & Competencies

Communication Skills | Cross-Departmental Collaboration | Presentations & Public Speaking | Strong Attention to Detail
Microsoft Office | Google Workspace | Ultipro | Workday | SmartRecruiters | Fluent in Urdu

Education

Loyola University Chicago, Quinlan School of Business Expected Graduation: May 2024
Bachelor of Business Administration, Human Resource Management. GPA: 3.9/4.0
Dean's List: Fall 2021 - Spring 2022 | Alpha Sigma Nu Jesuit Honor Society

Certifications

Society of Human Resource Management – Certified Professional (SHRM-CP) In Process

Work Experience

Corporate Human Resources Intern – ABC Company – Chicago, IL May 2022 – August 2022

- HR business partner for summer interns; assisted with onboarding and answered questions related to compensation, paid time off, and more
- Shadowed supervisors and gained hands-on experience with Workday and SmartRecruiters
- Promoted diversity & inclusion initiatives by creating a promotional postcard and updating the company intranet
- Created compelling recruitment content that was used for social media

Human Resources Intern – XYZ Company – Chicago, IL June 2021 – August 2021

- Performed a compensation analysis based on data of 300 employees and updated salary guidelines for all employees across multiple salary grades
- Updated HR policies to ensure they aligned with federal, state, and local guidelines
- Created a user-friendly job description template that was rolled out to all departments

On-Campus Work Experience

STARS (Students Together Are Reaching Success) Intern & Mentor | Peer Advisor | Shadow Host | Orientation Leader

Extracurricular Activities

Quinlan Ambassador | Human Resource Student Association, Publicity Chair | Women in Business

Pro Tips

- Best Fonts: Georgia, Garamond, Arial, Helvetica, Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates

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Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- What makes you a good fit for our company?
- Tell me a time where you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to extract information from an HRIS to make a data informed decision? If you do not have experience with HRIS, then share in general about your data analysis experience.
- How can a company cultivate a competitive employer brand as a part of its talent acquisition strategy?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts.
- Please share a time when you had to represent a company.
- What experience do you have with de-escalation? Please share a time when you had to de-escalate a situation or employee interaction.
- What systems do you use to stay organized? How do you manage a situation when you are responsible for big picture as well as small details?
- Please share a time when you had to make a difficult decision. What was the approach you used to determine the best action plan?
- How do you think the field of human resources is changing currently? What insights should a company like ours be aware of in the coming years?
- Share about a time when you had to communicate to several stakeholders in different ways. How did you ensure each party felt fully informed?
- Employee engagement at work is trending downward in general within the U.S. What do you think companies like ours could do to improve engagement?

Professional Associations and Resources

- Society for Human Resources
- Chicago SHRM Chapter
- Talent Management Alliance
- HR Certification Institute
- Chicagoland Chapter of the Association for Talent Development
- Human Capital Institute
- Organizational Developmental Network of Chicago

Skills

- Client Presentation and Public Speaking
- Project Management
- Data Analysis and Application
- HRIS Experience or Training
- Compensation and Benefits
- FMLA Compliance
- Employee Relations
- Investigations and Conflict Mediation
- EEOC Compliance
- Policy Creation and Compliance
- Relevant Labor Laws and Application
- Employee Engagement and Strategic Planning
- Annual or Quarterly Review Process
- Salary Negotiations and Compensation
- Competitive Recruiting
- Orientation and On-boarding
- Retention Strategy
- Job Forecasting and Job Description Analysis
- Talent Acquisition Strategy
- Professional Development and High Performance Team Building
- Microsoft Office Suite: Excel - Pivot Tables, Modeling, VLOOKUP

