

# Toolkit: Human Resources

## Sample Resume

### LU Rambler

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#### PROFILE

Emerging human resources professional who thrives when managing multiple priorities while maintaining a high level of customer service. Significant internship experience with recruitment and all HR consultant responsibilities. Recognized for ethical leadership and a high standard of excellence.

#### CORE COMPETENCIES & SKILLS

Data Analysis | HRIS Experience: Ulti-Pro, Taleo, BambooHR and Paycor | Project Management  
Preparing Office Details | Sourcing Research v| I-9 Processing | FMLA Knowledge and Compliance  
Orientation & Training | Social Media Platforms | Basic Compensation and Job Description Analysis

#### EDUCATION

Loyola University Chicago, Quinlan School of Business  
Bachelor of Business Administration: Human Resources

Chicago, IL  
Expected May 2022, GPA 3.85

#### PROFESSIONAL EXPERIENCE

ABC Company

Human Resources Intern, Asst. to Human Resources Business Partner

Chicago, IL  
June 2020 – Present

- Assist with strategic sourcing, executed outreach to 5 new pipeline partners resulting in 10% increase in number of applicants
- Organize and schedule over 80 interviews monthly between applicants and senior management
- Prepare materials for new employee orientation sessions weekly to support firm goals and mission
- Enter new employee data in payroll system and review accuracy of payroll on monthly basis
- Support benefits administration communications using social media including Facebook and Twitter

Windy City Grill  
Server

Chicago, IL  
May 2016 – May 2018 (seasonal)

- Served an average of 50 customers a day, delivered orders while maintaining strong customer service and quick table turnover to increase business revenue
- Managed daily cash receipts averaging approximately \$1,000 in gratuities, determined appropriate share levels with other staff members and divided gratuities equitably

#### LEADERSHIP & VOLUNTEER EXPERIENCE

Delta Sigma Pi  
Marketing Chair

Chicago, IL  
May 2019 – Present

- Execute comprehensive marketing plans for all events, created promotional media and analyzed event outcomes
- Create engaging social media posts via Twitter, Facebook and LinkedIn, resulting in 8% increased content engagement for the office

#### PROFESSIONAL ASSOCIATIONS

Society for Human Resources Management, Member  
Association for Talent Development, Member

October 2018 – Present  
October 2018 – Present

### Pro Tips

- Best fonts: Ariel, Calibri, Helvetica, Garamond, Georgia
- Your physical address is no longer needed, city and state is sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume"
- One page is considered appropriate for 1-10 years of experience

Society for Human Resources Management, Member  
Association for Talent Development, Member

October 2018 – Present  
October 2018 – Present



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## Sample Interview Questions

- Tell me about yourself.
- Why human resources? How did you select this field?
- What makes you a good fit for our company?
- Tell me about 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 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?
- Are you familiar with our target market strategy? What would you like to do to enhance this strategy?
- 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 Manager 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
- Content Creation
- 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
- High Performance Team Building
- Microsoft Office Suite: Excel - Pivot Tables, Modeling, VLOOKUP
- Google Analytics