**RECRUITMENT MANAGER RESUME**

Carly Applicant

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**Career Objective**

Recruitment manager with eight years’ experience administering million-dollar recruiting budgets to successfully build teams of professionals, particularly IT and life sciences, seeks a position with a top recruiting firm.

**Core Qualifications**

* Developed and implemented online applicant tracking system used to successfully hire over 800 professionals.
* Increased retention rate of hired employees by an average of 20 percent.
* Good interpersonal skills; have cultivated contacts at many top companies.
* Have a track record of successfully recruiting and training personnel.

**Professional Experience**

**XYZ RECRUITING COMPANY, Stamford, CT, Senior Recruiter, September 20XX-Present**

* Maintain consistent relationships with multiple Fortune 1000 companies, helping each firm fill dozens of upper-level management positions.
* Successfully hired over 400 professionals in clean-tech and science industries.
* Provide coaching and leadership training to 20 recruiting assistants and their client management.
* Developed a training manual for new recruits that was adopted by the firm as a training tool used with all new hires.

**IT COMPANY, Albany, NY, Recruiting Manager, May 20XX-September 20XX**

* Recruited and staffed all departments, including development, operations, IT, and human resources.
* Administered recruiting budget of $500,000, saving the company 10 percent through efficient advertising strategies.
* Developed and maintained online applicant-tracking system.
* Conducted recruiting presentations across the Northeast and designed employment packages to successfully attract ideal employees.

**Education**

Bachelor of Arts in Political Science (May 20XX); GPA 3.9

University of ABC, New York, NY

Dean’s List; Graduated Summa Cum Laude