

# Hybrid Resume Foundation™ for HR MANAGER/DIRECTOR/SPECIALIST POSITIONS

Unlike any resume templates, **Hybrid Resume Foundations** are prewritten, comprehensive, completely customizable resume foundations to build truly outstanding resumes...ones that generate interviews. Each **Hybrid Resume Foundation** document covers a number of different, but similar, positions. The **Position Titles Covered** (below left) lists the various positions that this particular Resume Foundation covers. The **Resume Components** (below right) lists all of the components contained within this resume foundation—from the Cover Letter to Education and all experience within. Each **Hybrid Resume Foundation** is six pages long (not counting this and the last page) so that you can select from many different options and delete all inapplicable information and pages. Starting with more information and editing down makes it easier than having to fill up a blank page.

Each **Employment Category / Position Title** contained within this document includes different types and levels of experience, possible achievements relative to that function, and a variety of different functions applicable to that position title. Each **resume bullet** contains a foundation (**black text**) and many applicable options (**grey text**) from which to select to make your resume truly unique. Simply find the most suitable bullet(s) within each section, select options and fill in the blanks. **It's that easy!**

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## INSTRUCTIONS TO BUILD YOUR RESUME:

1. Read the **Licensing Agreement** on the last page before proceeding to ensure you agree to usage conditions.
2. Skip the **Cover Letter** for now. Do that last when all of your experience is already documented. Then it will be just a matter of summation and selecting everything applicable.
3. Go to your first resume page, and start by selecting all applicable **Areas of Expertise** bullets (Resume Keywords) that are within your realm of experience (left margins of each page) and deleting all others.
4. Then complete the **Professional Summary**, **Key Accomplishments**, and **Professional Experience** sections in the same manner. Select all applicable options, fill in the blanks, and change any text to make each statement a true statement of your unique experience. **NOTE:** Some bullets within the various position titles may be suitable to other titles as well, so you can "mix and match" as are applicable to your experience. For example: while an HR Program Manager develops and implements HR programs, so too does an HR Manager.
5. Complete your **Cover Letter** by selecting options and filling in the blanks and by obtaining relative information from your resume draft.
6. While in the various text boxes, select all, and change all text to black. [FORMAT -> FONT -> COLOR]
7. When completed, delete this **Instructions** page and the **Licensing Agreement** page, and copy and paste information from each page up to the first to condense everything, deleting all extra pages. You can also delete the footer [VIEW -> HEADER AND FOOTER]

# APPLICANT'S NAME, Human Resource Director/Manager

ADDRESS, TOWN, STATE, ZIP • PHONE # • CELLULAR # • E-MAIL

Dear Human Resources Professional:

I believe my strong Human Resource [management] experience coupled with my [ability to develop and execute effective Human Resource strategies and initiatives / (Master's / Bachelor's / Associate's) Degree in \_\_\_\_\_ (what major?) / other qualification: \_\_\_\_\_] makes me an excellent candidate for a Human Resource [Director / Manager / Specialist / other: \_\_\_\_\_] position within your firm. My résumé is enclosed for your review and consideration.

With broad experience in [spearheading / implementing] successful Human Resource [programs / methods / policies / procedures / studies / systems / surveys / other: \_\_\_\_\_], my forte is in [designing and executing / researching and analyzing / implementing] specialized [Human Resource / recruitment / compensation / benefits / health insurance / training and development / employee relations / retirement / OSHA / Workers Compensation / career development / job evaluation / performance appraisal / test development / other: \_\_\_\_\_] [programs / systems / methods / policies / procedures]. Based upon my success in these areas, I am confident I can be of considerable value to your firm.

Throughout my career, I have consistently demonstrated my ability to \_\_\_\_\_ [do what?] and effectively manage an HR staff of up to \_\_\_\_\_ [#] to \_\_\_\_\_ [do what?]. I have a proven track record of [spearheading payroll reduction programs saving \$\_\_\_\_\_ annually / reducing turnover by \_\_\_\_\_% / outsourcing payroll services saving \$\_\_\_\_\_ annually / rebidding benefits programs with an annual savings of \$\_\_\_\_\_ / establishing community recruitment programs / settling potentially significant lawsuits in the amount of \$\_\_\_\_\_ / (improving / enhancing) benefits programs / establishing new hire training orientation / designing corporate-level compensation initiatives / disengaging teamsters' organization efforts / developing employee handbooks / designing test development documents and procedures / establishing company newsletters / implementing employee incentive programs / other: \_\_\_\_\_]. [Please see attached résumé for details.]

For all these reasons, I feel I would be an asset to your firm. I would welcome the opportunity to discuss my background and accomplishments with you in greater detail and to learn more about your company and its goals. I will contact you next week to answer any questions you may have.

Sincerely,

Applicant's Name

cc: Résumé

# APPLICANT'S NAME, Human Resource Director/Manager

ADDRESS, TOWN, STATE, ZIP • PHONE # • CELLULAR # • E-MAIL

## PROFESSIONAL SUMMARY

A Human Resource [Executive / Director / Manager] with a distinctive career in Human Resource management including full responsibility for HR strategies, programs, and initiatives. A progressive career within diverse business atmospheres, including \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ [areas]. Broad-based HR experience encompasses designing and executing specialized [Human Resource / recruitment / compensation / benefits / health insurance / training and development / employee relations / retirement / OSHA / career development / job evaluation / performance appraisal / test development / other: \_\_\_\_\_] [programs / initiatives / systems / methods / policies / procedures]. Recognized for ability to successfully \_\_\_\_\_ [do what?].

## HUMAN RESOURCE AREAS OF EXPERTISE *(Delete all inapplicable keywords.)*

- Affirmative Action Laws
- Allocation of Staff Resources
- Benefits and Risk Management
- Budget Development and Management
- Career Development Activities Direction
- Claims Administration
- Collective Bargaining Agreements
- Disability Insurance
- Dispute Resolution
- Drug Testing
- Employee Benefits Program Administration
- Employee Evaluations
- Employee Incentive Programs
- Employee Records Systems
- Employee Selection
- Employment Marketing Programs
- EEO Grievance Investigations and Resolution
- Fair and Equitable Pay Rate Policies
- Health Insurance Packages
- Human Resource Management Consultation
- Human Resource Systems Planning
- Interviewing
- Job Classification Concepts
- Job Evaluation Methods
- Labor Laws and Policies
- Lawsuit Settlements
- Management Advisement
- Manpower Forecasting and Planning
- Medical Examinations
- Occupational Safety and Health Standards
- Payroll Operations
- Performance Appraisal Development
- Personnel Management
- Policy Formulation
- Productivity Improvement
- Recruitment
- Regulatory Affairs Compliance
- Salary Administration Systems
- Settlement Negotiations
- Transportation Programs
- Union Negotiations
- Union Relations
- Affirmative Action Program Plan Development
- Applicant Screening and Testing
- Benefits Administration
- Career Counseling
- Childcare / Elder Care
- Coaching and Motivating Winning Teams
- Compensation Programs
- Discipline Issues
- Diversity Management
- Employee Assistance and Wellness Programs
- Employee Contracts
- Employee Grievance Systems
- Employee Orientation
- Employee Relations
- Employee Suggestion Systems
- Equal Employment Opportunity
- Executive Development Programs
- Federal and State Legislation
- Human Resource Administration
- Human Resource Program Management
- Incentive Plan Development and Education
- Job Analysis
- Job Descriptions
- Labor Arbitration
- Labor Relations
- Low Staff Turnover
- Management Training and Development
- Maximizing Employee Potential
- Mergers and Acquisitions Assistance
- Orientation Sessions
- Pensions
- Personnel Handbook
- Personnel Recruitment Methods and Strategies
- Position Classifications
- Program Compliance
- Recruitment Initiatives
- Reward Systems Development
- Salary Administration Education
- Test Development and Validation Methods
- Unemployment Insurance
- Union Practices
- Wage Negotiations

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**HUMAN RESOURCE PROGRAMS & SYSTEMS DEVELOPED**

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- Affirmative Action Program
- Car Pooling and Transportation
- Community Recruitment Program
- Compensation-Related Data Management Systems
- Employee Handbook
- Employment Marketing Program
- Employee Reward System
- Health Insurance Packages
- Job Classification Request Analyses System
- Job Evaluation Methods
- Performance Appraisal System
- Recruitment Procedures
- Salary Administration System
- Training and Development Program
- Applicant Screening and Testing Program
- Career Development Program
- Compensation Program
- Employee Assistance and Wellness Program
- Employee Incentive Program
- Employee Orientation Program
- Executive Development Program
- Human Resource Policies and Procedures
- Job Descriptions
- Occupational Safety and Health
- Pay and Benefit Surveys
- Retirement Program
- Test Development Documents and Procedures
- Work Simplification Methods

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**TRAINING & DEVELOPMENT AREAS OF EXPERTISE**

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- Adjunct Training Materials
- Career Development Activities
- Computer-assisted Training Courses
- Course Materials
- Employee Assistance
- Instructor Training Seminars
- Management Consultation
- Management Trainee Programs
- Maximizing Employee Potential
- New Hire Training Centers
- Organizational Development
- Planning
- Program Development
- Specialized Training Courses
- Strategic Planning
- Training Concepts, Practices and Theories
- Training and Development Methods and Programs
- Training Needs Assessments
- Train-the-Trainer Programs
- Budget Development and Management
- Compliance
- Consultation
- Coursework Development
- Employee Counseling
- Long-range Strategizing
- Management Practices
- Management Training and Development
- Monitoring Training
- On-the-job Training Programs
- Orientation Sessions
- Program Compliance
- Program Scheduling
- Staff Training and Development
- Training Classes
- Training Coordination
- Training Direction
- Training Workshops
- Video Instructional Courses

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**TRAINING & DEVELOPMENT PROGRAMS DEVELOPED**

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- Affirmative Action / EEO Training
- Downsizing Training
- Equal Employment Opportunity Do's and Don'ts
- Management/Leadership Program
- Team Building Training
- Acquisition Associate Integration Training
- Employee Selection Process Training
- Interview Process Training
- Salary Administration / Incentive Plan Education
- Train-the-Trainer Program

**KEY ACCOMPLISHMENTS**

- Designed and executed various specialized Human Resource programs including [position classifications / job descriptions / pensions / occupational safety and health standards and practices / health promotion and physical fitness / medical examinations / plant security / publications / food service / recreation activities / car pooling and transportation programs / employee suggestion systems / childcare and elder care / counseling services / career development / other: \_\_\_\_\_], which resulted in \_\_\_\_\_ [what benefits?].
- Established a community recruitment program that involved a combination of [job fairs / classified ads / internet postings / new employee referral program / focused candidate identification / community outreach / store signage / other: \_\_\_\_\_] resulting in recruiting \_\_\_\_\_ [#] qualified new recruits.
- Spearheaded a payroll reduction program that resulted in an annual savings of \$\_\_\_\_\_ by [reviewing employees' performance on a (weekly / monthly / annual) basis / terminating employees that did not meet established performance criteria / other: \_\_\_\_\_].
- Coordinated and implemented the firm's Workers' Compensation Plan involving \_\_\_\_\_ [what actions?] and resulting in [an annual savings of \$\_\_\_\_\_ / a savings of \$\_\_\_\_\_ in fiscal year \_\_\_\_\_ (year)].
- Established a new hire training [center / program / orientation / other: \_\_\_\_\_] with over \_\_\_\_\_ [#] trained the first [six months / year / other: \_\_\_\_\_].
- [Bid / Rebid / Outsourced] the firm's [payroll services / employee insurance programs / other: \_\_\_\_\_] including [medical / dental / life insurance / (short-/ long-) term disability / workers compensation / other: \_\_\_\_\_] services resulting in [an annual savings of \$\_\_\_\_\_ / a reduction of \_\_\_\_\_% / other: \_\_\_\_\_].
- [Settled / closed out] \_\_\_\_\_ [#] potentially significant lawsuits involving \_\_\_\_\_ [what?] and amounting to \$\_\_\_\_\_ for under \$\_\_\_\_\_ [by offering buy-out packages / through effective attorney negotiations / other: \_\_\_\_\_].
- Designed and administered new [corporate-level] compensation initiatives that support the firm's business mission and objectives including [pay and benefit surveys / compensation plan design / implementation task forces / compensation-related data management systems / facilities implementation / job classification request analyses / other: \_\_\_\_\_].
- Spearheaded the development and implementation of [improvements / additions / enhancements] to the firm's benefits programs including \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ [which programs?], which resulted in \_\_\_\_\_ [benefits].
- Disengaged teamsters' organization effort of our \_\_\_\_\_ [which?] [center / division / department / unit / other: \_\_\_\_\_] by \_\_\_\_\_ [doing what?].
- Developed and implemented the firm's [Human Resource Policies and Procedures / Employee Handbook / Retirement Program / Training and Development initiatives / recruitment procedures / employee relations policy administration / work simplification methods / other: \_\_\_\_\_], providing consistency of \_\_\_\_\_ [type of] HR policies, procedures, and practices.
- Established quarterly company newsletters highlighting \_\_\_\_\_ [what important company matters?] receiving a \_\_\_\_\_ [what?] response companywide.
- Designed \_\_\_\_\_ [type of] test development documents and procedures, which required [analyzing job data / determining examination plans / developing examinations / ensuring content validity of exams / other: \_\_\_\_\_] and resulted in \_\_\_\_\_ [what firm or employee benefits?].
- Minimized turnover by \_\_\_\_\_% by increasing [employee morale / staff loyalty] by effectively [using morale-building techniques / creating a positive and proactive atmosphere / developing reachable but challenging goals / treating all employees fairly / providing equal opportunity for promotion / enforcing company guidelines / other: \_\_\_\_\_].

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**PROFESSIONAL EXPERIENCE**

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**0000-Present: HUMAN RESOURCE DIRECTOR  
ABC Company, Town, State**

- Direct and oversee \_\_\_\_ [#] Human Resource departments including [employment / compensation / salary administration / employee benefits / training and development / (employee / labor) relations / other: \_\_\_\_\_] for this \$\_\_\_\_\_ [revenues] \_\_\_\_\_ [type of] firm.
- Champion the firm's [recruitment / training / affirmative action / career development / compensation / salary administration / employee benefits / other: \_\_\_\_\_] activities including establishment and maintenance of [employee records systems / employee incentive programs / department safety program / retirement program / other: \_\_\_\_\_].
- Lead a Human Resources management team of \_\_\_\_ [#] in the development and implementation of high quality, cost-effective training workshops and materials that successfully address \_\_\_\_\_ [what?] and ensures \_\_\_\_\_ [what?].
- Plan, develop, implement, and monitor the firm's [compensation / benefits / safety / other: \_\_\_\_\_] programs as well as [new HR strategies and procedures / short- and long-range goals / other: \_\_\_\_\_] including [management practices / job classification concepts / salary administration systems / other: \_\_\_\_\_].
- Oversee the update and maintenance of the firm's [automated / manual] [personnel / compensation / safety / benefits / Workers' Compensation / OSHA / other: \_\_\_\_\_] records for \_\_\_\_ [#] employees including employee [job titles / earnings / tax withholding / benefits / plan change requests / promotions / absences / vacations / performance evaluations / awards and commendations / other: \_\_\_\_\_].
- Develop, implement, and monitor diverse Human Resource [strategies / programs / initiatives / other: \_\_\_\_\_] including \_\_\_\_\_ [what?] in response to the [firm's / agency's / organization's / department's / center's] needs.
- Manage and oversee Human Resource programs to ensure they [attract, employ, and retain highly qualified, performance-driven employees / enhance job performance / establish and nurture a positive and cooperative work environment / other: \_\_\_\_\_].
- Oversee and administer the recruitment of [management / supervisory / professional / administrative support / trades / other: \_\_\_\_] staff including [resume databases / screening evaluations / reference checking / background checks / hiring and separation of employees / equal employment opportunity issues / other: \_\_\_\_\_].
- Managed [large-scale / company-wide] [change / training and development / human resource other: \_\_\_\_\_] initiatives that involved [strategic planning / organizational analysis and diagnoses / management coaching / team building / other: \_\_\_\_\_], and designed and implemented associated training programs to meet operating goals and objectives.
- Direct and oversee the [development of benefits proposals / negotiations with insurance carriers / administration of employee benefits contracts and agreements / other: \_\_\_\_\_].
- [Planned and coordinated / Facilitated and administered] the firm's annual salary review program for [all staff employees / employees of \_\_\_\_\_ (which?) departments / other: \_\_\_\_\_].
- [Develop and coordinate / Review and evaluate] the \_\_\_\_\_ [which?] Department's [Equal Employment Opportunity / health benefits / safety / training / other: \_\_\_\_\_] programs for adequacy and compliance.
- Provide human resource consultation to managers and supervisors in [human resource management / organizational design / labor issues / employee counseling regarding work-related problems / grievances / settlement negotiations / other: \_\_\_\_\_].
- Work in a team environment with [department heads / HR professionals / others: \_\_\_\_\_] to assist them with [developing strategies for specialized recruiting / other areas: \_\_\_\_\_].

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**PROFESSIONAL EXPERIENCE** *(continued)*

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**0000-0000: HUMAN RESOURCE PROGRAM MANAGER**  
**DEF Company, Town, State**

- Manage and oversee various [human resource / Equal Employment Opportunity / affirmative action / civil rights / community outreach / health benefits / grievance negotiations and settlements / other: \_\_\_\_\_] [services / programs / activities / functions] for this \_\_\_\_\_ [type of] firm with \_\_\_\_\_ [#] employees [worldwide / nationwide].
- Plan and direct the [development / implementation / operation] of Human Resource [systems / policies / procedures] in employee [recruitment / benefits / training and development / performance evaluations / promotions / retirement / other: \_\_\_\_\_] as well as [salary administration / job classification activities / other: \_\_\_\_\_].
- Coordinate and oversee [job classification studies / pay and benefit surveys / classified ads / testing materials / applicant screening and testing / new employee paperwork processing / compensation / 401k plan administration / the firm's Health and Safety Program / other: \_\_\_\_\_].
- Plan and direct the [development / implementation / operation] of Human Resource [systems / policies / procedures] in employee [recruitment / benefits / training and development / performance evaluations / promotions / retirement / other: \_\_\_\_\_] as well as [salary administration / job classification activities / other: \_\_\_\_\_].
- Serving as [Program Manager / Acting Director / HR technical resource hub / project lead / other: \_\_\_\_\_], provide [management / administrative / other: \_\_\_\_\_] support to the Human Resources Department.
- Planned, developed, implemented, and monitor the firm's [compensation / benefits / safety / other: \_\_\_\_\_] programs as well as [new HR strategies and procedures / short- and long-range goals / other: \_\_\_\_\_] including [management practices / job classification concepts / salary administration systems / other: \_\_\_\_\_].
- Developed and implemented \_\_\_\_\_ [type of] outreach [strategies / plans / programs / other: \_\_\_\_\_] including \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ [activities].
- Provide expert Human Resource [guidance / support / consultation / information / interpretations] to department managers in all aspects of the [recruitment / selection / compensation / promotions / other: \_\_\_\_\_] process including [human resource practices / interpretation of human resources policies and procedures / compliance with federal and state laws / problem resolution / other: \_\_\_\_\_].
- Identify and assess the firm's training and development needs and evaluate current training effectiveness by [conferring with departmental managers / reviewing employees' performance evaluations / analyzing jobs / conducting employee surveys / observing hands-on application of training materials on site / reviewing audit exceptions / other means: \_\_\_\_\_].
- Plan, direct, and implement Human Resources operating [policies / procedures / systems], ensuring services are consistent with all HR [objectives / standards / regulations / best practices / other: \_\_\_\_\_] and in compliance with all local, state, and federal laws.
- Developed the firm's centralized Human Resource \_\_\_\_\_ [type of] [system / polices / procedures / standards / program / guidelines / forms / methods / initiatives / other: \_\_\_\_\_], which involved \_\_\_\_\_ [what actions?] and resulted in \_\_\_\_\_ [what benefits?].
- Produced and issued the firm's first company-wide [Employee / New Associate / other: \_\_\_\_\_] Handbook involving \_\_\_\_\_ [what actions?].
- Interpret and translate laws, regulations, and/or policies into departmental procedures to guide management in the application of established [recruitment / employment / compensation / other: \_\_\_\_\_] processes and documentation.

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**PROFESSIONAL EXPERIENCE** *(continued)*

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**0000-0000: HUMAN RESOURCE MANAGER**  
**GHI Company, Town, State**

- Develop, implement, and maintain all aspects of the Human Resource Department of this [multimillion-dollar / \$ \_\_\_\_\_] [Fortune (100/500)] \_\_\_\_\_ [type of] firm.
- Direct and oversee the firm's [recruitment / training / affirmative action / career development / compensation / salary administration / employee benefits / other: \_\_\_\_\_] activities including establishment and maintenance of [employee records systems / employee incentive programs / department safety program / retirement program / other: \_\_\_\_\_].
- Manage and oversee the firm's Human Resources functions including establishing, administering, and maintaining [personnel / insurance benefits / Social Security / retirement / employee rating system / other: \_\_\_\_\_] records and advising and assisting department managers in personnel matters.
- Coordinate, administer, and quality control all day-to-day Human Resource activities for the \_\_\_\_\_ [which?] Department.
- Provide strategic, comprehensive [leadership / direction / guidance / consultation / assistance / support] to the Human Resources staff in all areas of [screening / testing / recruiting / orientation / compliance / employment policies / job descriptions / employee handbook / other: \_\_\_\_\_].
- Serve as a technical [resource hub / expert / liaison] in consulting with [management / supervisors / employees / outside agencies / others: \_\_\_\_\_] to provide [technical assistance / procedural guidance] on [human resource / civil rights] regulations and compliance.
- Develop, administer, and update the firm's Human Resource [policies and procedures / objectives / short- and long-range planning / other: \_\_\_\_\_] as well as \_\_\_\_\_ [type of] HR [projects / programs / systems].
- Oversee the supervision and activities coordination of \_\_\_\_\_ [#] HR personnel including [work allocation and assignments / training and development / scheduling / performance evaluations / personnel actions / productivity monitoring / issues resolution / completion of special projects / other: \_\_\_\_\_].
- Coordinate various initiatives with HR Specialists including [pay and benefit surveys / job classification studies / classified ads / the firm's Health and Safety Program / staff outreach programs / other: \_\_\_\_\_].
- Offer human resource consultation to managers and supervisors in [human resource management / organizational design / labor issues / employee counseling regarding work-related problems / grievances / settlement negotiations / other: \_\_\_\_\_].
- Work in a team environment with [department heads / HR professionals / others: \_\_\_\_\_] to assist them with [developing strategies for specialized recruiting / other areas: \_\_\_\_\_].
- Coordinate and oversee [applicant screening / personality and aptitude test administration / employment reference checking / background checks / applicant notification of employment acceptance or rejection / available job opening bulletins / qualified applicants identification / other: \_\_\_\_\_].
- Oversee and manage the screening, testing, interviewing, and recruitment of eligible job applicants for all \_\_\_\_\_ [type of] positions in \_\_\_\_\_ [#] departments including \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ [position titles].
- Oversee background investigations of potential employees [of Fortune 500 corporations] including [applicant research / reference checks / credit checks / website presence / other: \_\_\_\_\_].
- Design and implement various [large-scale] \_\_\_\_\_ [type of] Human Resource [solutions / implementation projects / other: \_\_\_\_\_] involving \_\_\_\_\_ [what?].



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**PROFESSIONAL EXPERIENCE** *(continued)*

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**0000-0000: HUMAN RESOURCE SPECIALIST**  
**JKL Company, Town, State**

- Provide Human Resource services in various areas including [first-level applicant screening / personality and aptitude test administration and scoring / interviewing / employment reference checks / qualified applicants identification / eligibility lists preparation / new employee paperwork processing / compensation preparation / administering the 401K Program / other: \_\_\_\_\_].
- Investigate the backgrounds of potential employees [of Fortune 500 corporations] by [researching applicant's resumes / interviewing references / other methods: \_\_\_\_\_]—producing a high volume of quality work.
- Schedule new employee [orientation / drug testing / physical examinations / training / other: \_\_\_\_\_].
- Process, monitor, and review Human Resource documentation for accuracy and compliance with all human resources policies and regulations including \_\_\_\_\_ [which areas?].
- Explain Human Resource rules and regulations to [department heads / supervisors / applicants / employees / retirees / employee organizations / labor unions / the public / others: \_\_\_\_\_] regarding [personnel policies, procedures, and practices / regulations and compliance / civil rights / employee performance / disciplinary issues and actions / other: \_\_\_\_\_].
- Assist the Human Resource [Program Manager / Director / other title: \_\_\_\_\_] with [conducting job classification studies / preparing pay and benefit surveys / creating classified ads / administering the firm's Health and Safety Program / monitoring, reviewing, and evaluating effectiveness of staff outreach programs / other: \_\_\_\_\_].
- Collaborate with [business units / department heads / other: \_\_\_\_\_] to [understand business needs / identify job requirements / develop job descriptions / create job postings / review working conditions / discuss wages / post job listings on company's website and job boards / other: \_\_\_\_\_].
- Prepare \_\_\_\_\_ [type of] [reports / summaries / surveys / other: \_\_\_\_\_] for \_\_\_\_\_ [what purpose?].
- Use various recruitment resources to identify and find suitable candidates to fill positions including [downloading resumes from the Internet / uploading job postings on various jobsites / using (RESDEX / other: \_\_\_\_\_) applicant tracking software / attending job fairs / networking with college campuses / coordinating campus recruitment activities / posting in the classifieds / conducting telephonic interviews / maintaining community contacts / other: \_\_\_\_\_].
- Ensure the accurate maintenance of all [search / applicant / employee] records including [hire date / compensation and benefits / promotions / disciplinary actions / leave records / other: \_\_\_\_\_].
- Conduct research on the appropriateness and effectiveness of outreach efforts within the community, and represent the firm at various \_\_\_\_\_ [type of] [community / business / other: \_\_\_\_\_] meetings resulting in \_\_\_\_\_ [what benefits?].
- Contributed to the success of the firm by attracting and recruiting [the most qualified employees / a winning (sales / other: \_\_\_\_\_) team / other: \_\_\_\_\_] and matching them with the jobs for which they are best suited.

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**EDUCATION**

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**XYZ College, Town, State**

[Associates / Bachelors / Masters] Degree in \_\_\_\_\_ [Major]

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