

EN

# Emily Nguyen

## Entry-Level Recruiter

Recent graduate transitioning into recruiting, with internship experience in employer branding and candidate sourcing. Strong communication and organizational skills.



Austin, TX 78701



(123) 456-7890



emily.nguyen@example.com



LinkedIn

## KEY SKILLS

- Social media sourcing
- Event coordination
- ATS navigation (Workday)

## PROFESSIONAL EXPERIENCE

### RECRUITING INTERN | TECHSTART INC.

AUSTIN, TX | JUNE 2023 – DECEMBER 2023

- Sourced 50+ entry-level candidates across social channels, achieving 20 hires.
- Assisted in revamping the careers page, increasing applications by 30%.

### HR COORDINATOR | CAMPUS RECRUITING

UT AUSTIN, AUSTIN, TX | JANUARY 2022 – MAY 2023

- Coordinated 15 college career fairs, driving 200+ student engagements.
- Managed applicant tracking updates for 300+ candidates per semester.

## EDUCATION

- Bachelor of Business Administration in Management  
University of Texas, Austin, TX | May 2023