SAMPLE CV | FOR ILLUSTRATION ONLY

Fictional profile. All employers and experience are illustrative.

Alex Example

Human Resources Coordinator

PROFESSIONAL SUMMARY

HR coordinator with experience supporting onboarding and employee records.

EXPERIENCE

HR Coordinator | Example Organisation | 2023 to 2025

- Coordinated onboarding paperwork and induction schedules.
- Updated employee records and prepared monthly HR reports.
- Supported managers with interview scheduling.

EDUCATION

Diploma in Human Resource Management | Example College

SKILLS

Onboarding, HR records, interview coordination and spreadsheets.