

Jaiden Klein

Product Recruiter

📞 (720) 555-3184 ✉️ jaiden.klein@example.com

🌐 linkedin.com/example/jaidenklein 📍 Denver, CO 80206

STRENGTHS

- 👥 **Hiring team partnership**
Turned evolving headcount plans into clear search strategies, and hiring leaders gained confidence in next steps.
- 🔍 **Passive sourcing**
Used personalized outreach, market research, referrals, and events; difficult searches became more approachable and focused.
- ♥️ **Recruiting analytics**
Reviewed funnel trends and source performance to spot bottlenecks; teams received sharper guidance for action.
- ♥️ **Candidate experience**
Kept communication responsive through changing priorities, helping candidates feel informed from intake through offer.
- 🗣️ **Stakeholder influence**
Shared concise market insights and interview guidance, becoming a trusted resource during challenging hiring decisions.

SKILLS

- Full cycle recruiting
- Product recruiting
- Strategy and Operations
- In house recruiting
- Passive sourcing Diverse pipelines
- Hiring strategy
- Candidate experience
- Recruiting analytics Funnel metrics
- Stakeholder influence
- Headcount planning
- Employer branding

SUMMARY

Product Recruiter with six years of in house, **full cycle recruiting experience** across **Product Management, Strategy and Operations**, and professional hiring in technology organizations. Builds qualified and diverse pipelines through direct sourcing, **passive candidate engagement**, referrals, events, and employer brand outreach. Uses funnel trends, recruiting analytics, market signals, and hiring metrics to identify constraints, guide decisions, and improve processes. Advises hiring leaders on headcount plans, candidate profiles, interview design, market conditions, and closing strategy. Partners with compensation, human resources, finance, and recruiting analytics while managing shifting priorities with autonomy and accountability. Clear communication supports trusted relationships with candidates, hiring teams, and business stakeholders. This background can help growing organizations make thoughtful hiring decisions, improve candidate experience, and deliver strong product talent.

EXPERIENCE

Senior Product Recruiter

Juniper Lane Software 📅 April 2024 - Present 📍 Denver, CO

- Owns Product Management and Strategy and Operations recruiting tied to **quarterly headcount priorities**. Leads search strategy, stakeholder advising, pipeline development, funnel analysis, offer coordination, and progress reporting across fast moving technology teams.
- Led quarterly Product Management searches, aligning intake plans with headcount priorities and hiring manager expectations.
 - Built passive pipelines through targeted sourcing, referrals, virtual events, and employer brand outreach.
 - Analyzed funnel conversion, **source performance**, aging, and **interview activity** to sharpen recruiting tactics.
 - Advised hiring managers on **market conditions**, candidate quality, **interview sequencing**, and closing strategy.
 - Coordinated offers with compensation, **human resources**, and finance, aligning scope, budget, and candidate expectations.
 - Reported search progress, pipeline risks, and next actions clearly to business stakeholders.

Product Recruiter

Copper Peak Digital 📅 February 2022 - March 2024 📍 Boulder, CO

- Managed **end to end recruiting** for product and business operations roles from intake through offer acceptance. Partnered with hiring teams on role definition, passive outreach, interview criteria, funnel improvement, sourcing channels, and candidate communication.
- Managed product and business operations searches from intake through offer acceptance across shifting priorities.
 - Created role specific outreach for **passive candidates** using market research and **candidate motivations**.
 - Defined **interview criteria** with **hiring teams**, reducing late stage profile misalignment during active searches.
 - Used funnel data to identify sourcing gaps and **interview bottlenecks**, then adjusted channel mix.
 - Expanded referral and event sourcing, creating repeatable candidate channels beyond inbound applications.
 - Maintained responsive candidate and hiring team communication throughout changing business priorities.

Recruiter

Aspen Forge Systems 📅 October 2020 - January 2022 📍 Fort Collins, CO

Supported full cycle professional hiring across intake, sourcing, screening, interviews, offers, and stakeholder coordination. Strengthened search quality through targeted prospect research, accurate stage data, market insights, referral programs, and documented sourcing practices.

Process improvement

Written communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Product Recruiter at
Juniper Lane Software (2.4
Years)

● Product Recruiter at Copper
Peak Digital (2.1 Years)

● Recruiter at Aspen Forge
Systems (1.2 Years)

- Supported full cycle **professional hiring** across intake, sourcing, screening, interviews, and offers.
- Built **targeted prospect lists** and **personalized outreach** for difficult searches with limited inbound interest.
- Maintained accurate recruiting stage data, supporting consistent funnel reporting for hiring stakeholders.
- Prepared market insights that helped hiring teams refine overly narrow search criteria.
- Coordinated interview feedback and **candidate communication** across multiple stakeholders and active searches.
- Contributed to referral and **recruiting event initiatives**, documenting reusable **sourcing practices**.

PROJECTS

Product Talent Funnel Review 📅 2025

A stalled search revealed a familiar issue, strong candidates were entering but not advancing. Reviewed funnel trends, source performance, interview activity, and aging patterns, then outlined practical adjustments for stronger recruiting decisions.

Passive Candidate Outreach Program 📅 2023

A difficult product search started with a blank slate. Combined market research, candidate motivations, personalized outreach, referrals, and events into a repeatable approach for reaching qualified passive talent.

LEADERSHIP & AWARDS

- Recognized by hiring leaders for clear search strategy, practical market guidance, and dependable progress reporting.
- Selected to strengthen referral and recruiting event practices, giving teams repeatable ways to reach qualified candidates.
- Trusted by peers for thoughtful candidate communication during shifting priorities and difficult searches.

EDUCATION

Bachelor of Science in Business Administration

Colorado State University 🎓 GPA: 3.5 📅 2020 📍 Fort Collins, CO

Coursework: Human resources, organizational behavior, business analytics, strategic management

CERTIFICATIONS

- SHRM Certified Professional 📅 2024
- LinkedIn Certified Recruiter 📅 2023

TECHNICAL SKILLS

- **Recruiting Platforms:** Applicant tracking systems, LinkedIn Recruiter, recruiting CRM
- **Sourcing Methods:** Direct sourcing, passive sourcing, Boolean search
- **Product Hiring:** Product Management, Strategy and Operations, professional hiring
- **Recruiting Analytics:** Funnel trends, source performance, recruiting metrics
- **Pipeline Development:** Diverse pipelines, referrals, recruiting events
- **Employer Branding:** Employer brand outreach, candidate messaging, talent campaigns
- **Interview Programs:** Interview criteria, interview sequencing, structured interviews
- **Offer Management:** Offer coordination, compensation alignment, closing strategy
- **Stakeholder Tools:** Headcount plans, candidate profiles, progress reporting
- **Business Systems:** Human resources, finance, compensation
- **Communication Tools:** Written communication, verbal communication, stakeholder presentations

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management member, following recruiting practice, workforce, and talent acquisition conversations.

- Recruiting Operations community participant, exchanging practical ideas about funnel reporting and hiring process improvement.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST