

# THE ANATOMY OF A GREAT RESUME

Contact information like your phone number, email address and any pertinent social media profiles

Your name in big bold text. You want to be memorable, right?

**MONICA TIFFANY**  
PROFESSIONAL TITLE  
818-122-8847 | monica.tiffany@gmail.com | San Francisco, CA | LinkedIn.com/monicatiffany

**OBJECTIVE**  
This section should present a quick summary of your experience, training, and highlight relevant skills for the position you're seeking. Many hiring managers and recruiters only spend a few seconds to review your CV for the first time. Their primary goal at this point is to determine whether your application should be considered further. Think of this objective section as a pitch for a short, concise paragraph that leads them to a coffee and face-to-face meeting.

**WORK EXPERIENCE**

**Registered Nurse, North San Francisco Medical Center**  
San Francisco, CA | 2012-2015 - Present

- Managed the operations of 2000+ nursing staff and ensured patient satisfaction
- Managed financials, including budgeting, planning, and reporting on the department
- Collaborated with medical staff to ensure the department's daily program activities

**Health Services Manager, SAC San Francisco Department of Health**  
San Francisco, CA | 2010-2012

- Added your professional skills to the team to ensure the best service and best highlights your skills
- Used your professional skills to ensure the quality of the work and ensure that you are able to get your qualifications
- Developed the plan, job descriptions, and terms of contracts and services employees

**Medical Manager, SAC San Francisco Department of Health**  
San Francisco, CA | 2008-2010

- Coordinate the job description and other information to ensure the best service and best highlights your skills
- Use your professional skills to ensure the quality of the work and ensure that you are able to get your qualifications
- Developed the plan, job descriptions, and terms of contracts and services employees

**EDUCATION**

Bachelor's Degree | University of San Francisco School of Nursing | San Francisco, CA | 2008 - 2009  
Pre-nursing Certificate | Technical College | San Francisco, CA | 2006 - 2008  
Bachelor's Degree of Science | University of California, Berkeley | San Francisco, CA | 2004 - 2006

A clear education section where you lay out the relevant training and skills you have for the job

A strong objective section that lays out who you are and why you are perfect for the job

A work experience section in chronological order from the most recent on top to the least recent at the bottom

# Resume Template Tips Returns

**S Ben Porath**



## **Resume Template Tips Returns:**

*THE WAY to New Employment in 6 Stages* Mark Richardson MA,2019-07-26 *THE WAY to New Employment in 6 Stages* is the first practical step by step handbook for serious career professionals seeking to make a highly effective career transition *THE WAY* represents the methodology which may be viewed as The Proven Way The Best Way The Certain Way The Sure Way The Most Efficient Way *THE WAY* is uniquely value adding based on the combination of the following distinctions Written by an accomplished insightful faith anchored career empowerment subject matter expert The first practical proven stage by stage and step by step guide to new employment and career fulfillment The 6 traits necessary to ensure campaign success *THE WAY* to defining the desired destination creating the ultimate master plan crafting the high impact marketing portfolio working smart and excelling in the interview process and increasing one s odds of securing the new career opportunity A faith based G P S Guided Placement System TM 12 Invaluable Insider Insights on some of the most challenging career transition campaign challenges High impact proprietary tools aligned to the 6 Stage C A R E E R Road Map to New Employment The SECRET INGREDIENT to dramatically improving one s success rate in an employment transition A 7th Stage going beyond landing the new employment opportunity providing the SECRET to Career Fulfillment *THE WAY* may be viewed as advanced job search training for the serious career transition professional and more *THE WAY* truly is the book that has been sought and needed by career professionals it is the only handbook you really need to make a successful career transition

**Resumes for First-Time Job Hunters, Third Edition** McGraw Hill,Editors of McGraw-Hill,2005 Create a strong impressive resume that will lead you to the right job To stand out among the hundreds of job seekers applying for any position you have to have a resume that hits the target every time *Resumes for First Time Job Hunters* offers Nearly 100 sample resumes and 20 cover letters A variety of eye catching resume formats Tips on highlighting your strengths and using active vocabulary Work sheets for gathering personal information And much more

**Resumes for Engineering Careers** McGraw-Hill Companies,2006 Helps you create a tailor made resume that will help you land your perfect job This title takes you step by step through the process helping to assess your talents and organize them into a standout resume whether you just graduated from college are changing careers or are re entering the job market after years at one company

*InfoWorld* ,1990-06-04 *InfoWorld* is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers *InfoWorld* also celebrates people companies and projects

*The Writer's Market* ,1987

**The Cooperative Accountant** ,2007

**Gallery of Best Resumes for People Without a Four-Year Degree** David F. Noble,2005 Professional resume writers from across North America and the English speaking world submitted thousands of sample resumes and only the very best made it into the Gallery of Best Resumes for People Without a Four Year Degree All are eye catching one of a kind resumes that will help you land more job interviews The Gallery includes examples of chronological functional combination and electronic resumes Book jacket

**Best Resumes for Attorneys** Joan Fondell,Mary Jo Russo,1994-02-03 Contains

excellent advice on how to prepare an interview getting resume along with guidance on locating new employment Features resumes for junior and experienced lawyers cover and thank you letters interviewing reference checking and more Resumes include 36 different job descriptions *Public Interest Job Search Guide*, 1998 EResumes Susan Britton Whitcomb, Pat Kendall, 2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job **Resumes for High School Graduates**, 3e McGraw-Hill Companies, 2005-09-21 This guide includes dozens of sample resumes and sample cover letters worksheets that help you gather information and draft your resume descriptions of common elements in the most popular resume formats and advice on submitting resumes electronically **Resumes for Social Service Careers** VGM Career Horizons (Firm), 1995 This series helps anyone write a strong resume that will lead to interviews and job offers Each practical up to date book describes the essential ingredients of successful resumes and cover letters for any profession or background Presents popular resume formats and shows how to create professional quality resumes on any budget Demonstrates how to highlight strengths and downplay weaknesses Supplies work sheets for gathering information and 100 pages of sample resumes and 20 sample cover letters Copyright Libri GmbH All rights reserved **Resumes for Environmental Careers** VGM Career Books (Firm), 2003 Strong impressive resumes that lead to the right job For job seekers wanting to create effective resumes that hit the target every time the VGM Professional Resumes series is here to help them reach that goal Each book in the series offers essential advice plus 100 sample resumes and 20 cover letters tailored to a job seeker s needs or field of interest Includes a variety of resume formats tips on highlighting strengths and using active vocabulary and helpful work sheets for gathering personal information **Insider's Guide to Finding a Job in Washington** Bruce Maxwell, 2000 Billed as the only job search guide that focuses exclusively on public policy careers this book provides tips to getting jobs in the government private sector and media in the nation s capital *Nutrition in Public Health* Sari Edelstein, 2017-02-25 Thoroughly revised and updated Nutrition in Public Health explores the complex multifaceted array of programs and services that exist in the United States today that are dedicated to bettering population health through improved nutrition The Fourth Edition explores the subject by first considering how nutrition fits into public health and then by examining policymaking assessment and intervention methods special populations food security and program management The Job Finder's Guide Les Krantz, 2002 **101 Best Resumes for Grads** Jay A. Block, Michael Betrus, 2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads **America's Top Jobs for People Without a Four-year Degree** J. Michael Farr, 2000-07 Contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions Special sections discuss career planning and job search techniques Also includes an appendix with jobs grouped by education and training required **Technical Tips for Hand Surgery** Morton L. Kasdan, Peter C. Amadio, William H. Bowers, 1994 This is a book of surgical information collected from

dozens of experienced hand surgeons from the United States and elsewhere The contributors have submitted short descriptive vignettes often illustrated of technical improvements that have resulted in a better outcome for the patient

**Your Career** Julie Griffin Levitt, 2006 Build bridges from classroom to career Practical assignments throughout connect directly with the business community employers and the Internet This best selling book provides everything needed to gain competitive advantage in the workplace It is ideal for a course on Professional Career Development Job Search Resume Writing and Interviewing YOUR CAREER provides thorough coverage of career self assessment employer research job search interviewing and career building strategies The text also contains extensive instructions and examples of market driven electronic traditional and Web resumes as well as cover letters

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Psychosocial and Legal Perspectives on Mothers Who Kill: ... Margaret Spinelli has gathered a group of experts to examine the subject of maternal infanticide from biologic, psychosocial, legal, and cultural perspectives. Infanticide: Psychosocial and legal perspectives on ... by MG Spinelli · 2003 · Cited by 123 — Infanticide: Psychosocial and legal perspectives on mothers who kill. ; ISBN. 1-58562-097-1 (Hardcover) ; Publisher. Arlington, VA, US: American Psychiatric ... Psychosocial and Legal Perspectives on Mothers Who Kill by PJ Resnick · 2003 · Cited by 9 — Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill gives very good coverage to a variety of topics, including postpartum ... APA - Infanticide Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill brings together in one place the newest scholarship—legal, medical, and psychosocial ... Infanticide: Psychosocial and Legal Perspectives on ... by P Zelkowitz · 2004 — Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill. Spinelli, Margaret G., Ed. (2002). Washington, DC: American Psychiatric Publishing. Infanticide: Psychosocial and Legal Perspectives on Mothers ... by IANF BROCKINGTON · 2004 · Cited by 2 — Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill ... The purpose of this book is to influence public and legal opinion in the ... Infanticide: Psychosocial and Legal Perspectives on ... Overall, Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill is very informative and captivates the reader's interest throughout. It achieves ... Psychosocial and Legal Perspectives on Mothers Who Kill Maternal infanticide, or the murder of a child in its first year of life by ... Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill. edited ... Psychosocial and Legal Perspectives on Mothers Who Kill Request PDF | On Jun 18, 2003, Leslie Hartley Gise published Infanticide: Psychosocial and Legal Perspectives on Mothers Who Kill | Find, read and cite all ... Infanticide. Psychosocial and Legal Perspectives on ... by MG Spinelli — Infanticide. Psychosocial and Legal Perspectives on Mothers Who Kill · 193 Accesses · 1 Citations · Metrics details.

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