

# 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  
918-122-8947 | 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 | 2010-2015 - Present

- Managed the operations of 2000+ nursing staff and ensured patient safety.
- Managed financial planning and budgeting of the hospital within the state budget.
- Collaborated with medical staff to ensure the continuous quality program activities.

**Health Services Manager, SAC San Francisco Department of Health**  
San Francisco, CA | 2012-2014

- Added your professional skills under the most recent and best highlight your skills.
- Added educational courses that were job-relevant to your position and clearly get your qualifications.
- Describe the duties, job title, and names of clients and previous employers.

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

- Clearly state the job description.
- Describe your professional skills and how they relate to the job. Be specific about the results of your work.
- Highlighting relevant qualifications is a must. Include relevant medical professional's licenses and awards include what sets you apart from others, such as your awards.

**EDUCATION**

Bachelor's Degree | University of San Francisco School of Nursing | San Francisco, CA | 2008 - 2010  
Pre-nursing Certificate | San Francisco State University | 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

**Jianjun Gao**



## **Resume Template Tips:**

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