

# 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 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 | 2012-2014

- 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 | 2010-2012

- 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 - 2010  
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

**Katrin Zwirglmaier**



## **Resume Template Tips:**

Uncover the mysteries within Crafted by is enigmatic creation, Discover the Intrigue in **Resume Template Tips** . This downloadable ebook, shrouded in suspense, is available in a PDF format ( Download in PDF: \*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

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