

THE ANATOMY OF A GREAT RESUME

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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 can average only spend a few seconds to review your CV 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 | 2015-2018 - Present

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

Health Services Manager, SAC San Francisco Department of Health
San Francisco, CA | 2012-2015

- 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 you are applying for.
- Highlighting relevant qualifications in a clear, concise manner. Medical professionals should and should include what sets you apart from others, such as your license.

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

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H Kauffman



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