

# 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 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 | 2010-2015 - 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 from the community to improve patient outcomes.

**Health Services Manager, SAC San Francisco Department of Health**  
San Francisco, CA | 2010-2015

- Added your professional skills under the most recent and best highlight your skills.
- Added a professional review for every job, listing key skills and other relevant skills to quickly get your qualifications.
- Describe the duties, job title, and names of clients and previous employees.

**Medical Manager, SAC San Francisco Department of Health**  
San Francisco, CA | 2010-2015

- Clearly state the job description.
- 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 | Technical College | San Francisco, CA | 2006 - 2008

Master's Certificate of Science | University of California, San Francisco, CA | 2008 - 2010

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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# Resume Template Tips

**Mike Jess**



## Resume Template Tips:

**Success as a Psychology Major** David E. Copeland, Jeremy Ashton Houska, 2020-02-07 Success as a Psychology Major was built from the ground up with input from hundreds of psychology students The text opens with tools for being a successful student walks through the psychology curriculum highlights key skills and presents various academic and career paths to take after graduation Unique chapters on joining research labs professional organizations and clubs documenting accomplishments and managing time and money provide students with resources they will use throughout their academic career Presented in a modular format this text is a step by step road map to a fulfilling and meaningful experience as a student of psychology

*What Color Is Your Parachute? 2022* Richard N. Bolles, 2021-12-14 With timeless advice up to the minute insights and more than ten million copies sold over fifty years the world's most popular and best selling career guide is fully revised and expanded for 2022 One of the first job hunting books on the market It is still arguably the best And it is indisputably the most popular Fast Company What Color Is Your Parachute is the world's most popular job hunting guide This completely updated edition features the latest resources strategies and perspectives on today's job market revealing surprising advice on what works and what doesn't so you can focus your efforts on tactics that yield results At its core is Richard N Bolles's famed Flower Exercise a unique self inventory that helps you design your career and your life around your key passions transferable skills traits and more This practical manual also provides essential tips for writing impressive resumes and cover letters networking effectively interviewing with confidence and negotiating the best salary possible Whether you're searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward a fulfilling and prosperous life's work

*A Practical Guide to Therapeutic Communication for Health Professionals - E Book* Julie Hosley, Elizabeth Molle-Matthews, 2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication

skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills

**What Color Is Your Parachute? 2021** Richard Nelson Bolles, Katharine Brooks, 2020-12 Explains how to identify personal goals and interests and reveals how to apply that information toward obtaining satisfying employment with tips on interviews salary negotiation techniques and career searching online *What Color Is Your Parachute? 2021* Richard N. Bolles, Katharine Brooks, EdD, 2020-12-22 With timeless advice up to the minute insights and more than ten million copies sold over fifty years the world's most popular and best selling career guide is fully revised and expanded for 2021 In today's challenging job market as recent grads face a shifting economic landscape and seek work that pays and inspires as workers are laid off mid career and as people search for an inspiring work life change the time tested advice of What Color Is Your Parachute is needed more than ever This completely updated edition features the latest resources strategies and perspectives on today's job market revealing surprising advice on what works and what doesn't so you can focus your efforts on tactics that yield results This practical manual has been fully revised for 2021 by Vanderbilt University Career Center Director Katharine Brooks EdD with modern advice on the job hunt strategies that are working today such as building an online resume making the most of social media tools to network effectively interviewing virtually with confidence and negotiating the best salary possible At its core is Richard N Bolles's famed Flower Exercise a unique self inventory that helps you design your career and your life around your key passions transferable skills traits and more With the unique and authoritative guidance of What Color Is Your Parachute job hunters and career changers will have all the tools they need to discover and land their dream job

Unlock Your Potential Nilima, 2017-10-13 Students and first time job seekers face major challenges when looking for a new job One of the main issues a fresher faces is preparing a concise resume or curriculum vitae CV As they lack any professional work experience they are unaware of how to make an impactful CV This book will help freshers and job seekers make their CVs unique while also keeping in mind the basics that need to be highlighted Following the guidelines will heighten the reader's chances of getting selected for interviews As thousands of CVs are considered by companies it is essential that a CV is unique enough to be picked out by a recruiter The book covers topics such as How to dress appropriately for a job interview How to handle challenging questions in an interview How to ace telephonic interviews How to accept a job offer How to deal with rejection

*The Resume.Com Guide to Writing Unbeatable Resumes* Rose Curtis, Warren Simons, 2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step

Public Interest Job Search Guide, 1996 *How to Write a Resume (Interview Tips and Job Interview*

Questions) Richard Forbes, Resume Templates, Cover Letters, Sample Resumes, 2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume writers resume writer resume writers how to write resume resume writing write a resume resumes resume objective resume maker functional resume resume formats objective for resume how to build a resume resume outline curriculum vitae how to write a cv cv template cv format cv examples cv templates samples how to make a cv how to write cv writing a cv cv writing service cv resume *The Federal Resume Guidebook* Kathryn K. Troutman, 1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine **Management Information Systems** David Lee Anderson, 2000 This text uses cases to explain Management Information Systems concepts within an industry perspective The cases are direct real and written in the late 90 s Each chapter contains specific sections to thoroughly present and explain the relevant information systems and business concepts Built upon extensive information technology sections this text includes contextual elements such as actual financial information and analysis the importance of data and the impact of technology on the manufacturing marketing and distribution processes An appropriate text for Management Information Systems *Advanced Microsoft Word 7* Nita Hewitt Rutkosky, Judy Dwyer Burnside, Joanne Marschke Arford, 1997 *Landing a Job For Canadians For Dummies* Dawn McCoy, 2002-10-01 Finding a new job is an overwhelming prospect for most people no matter how many times you ve done it or at what stage of your career you re in Especially in tough job markets when job seekers face tougher screening by recruiters it s crucial to stand out from the crowd in every way from your resume to your interview Whether you re looking for a job in Canada or outside the country the right strategy coupled with expert know how will give you the critical advantage to land your dream job *Landing a Job For Canadians For Dummies* is for everyone looking for a job

Whether you're a newbie fresh out of university or a professional looking to change careers you'll discover how to find your ideal job and create a winning plan for getting it. This user-friendly guide helps you decide on a career, develop a strong résumé, write memorable cover letters, research jobs and companies, maximize networking skills, land a job, explore how you can use computers, the Internet, and e-mail in conjunction with tried and true networking, and follow-ups to cast a discerning net that will catch the leads best suited to your skills and ambitions. *Landing a Job For Canadians For Dummies* includes unique coverage of these and many more helpful topics including: Three big questions you need to answer, Basic tools for your job hunt, Three dependable résumé formats, Anatomy of a cover letter, The art of gentle persuasion, Online job banks, Ten big job hunting blunders, Exploring other options, Four steps to an inspired interview. In today's competitive job market, the way you present yourself to an employer is just as important as the skills and experience you bring to the table. Arm yourself with the tools and strategies you need to find your dream job and put together the winning package: résumé, cover letter, and interview to land it.

**Stepping Thru Ms Office Int03tx** Fulton, Neilsen, 2004-04 **Graduating Engineer & Computer Careers**, 2004 **PC Magazine**, 2002 *Women for Hire* Tory Johnson, Robyn Freedman Spizman, Lindsey Pollak, 2002 From the Women For Hire organization, this is a make-it-happen-now job guide. Women For Hire reproduces successful high-caliber national career fairs, partnering the country's leading employers in all fields with thousands of smart, qualified, and diverse women. Now in this book, readers will get the straight-arrow advice they need to get a job. Women For Hire identifies specific ways for job seekers to maximize their search efforts and secure a great new job. Readers will learn *Networking Necessities for the Shy to the Gutsy*, *The Truth About Job Functions*, *Real Answers to Resume Dilemmas*, *Smart Interview Strategies*, *One Minute Mess Ups to Avoid at All Costs*, *Tips on Negotiating Salary and Benefits*, *Overcoming Obstacles Faced by Women Job Seekers*, *How to Keep Your Job Once You Land It*. Plus interactive exercises, resource lists, and real-life anecdotes.

*Encyclopedia of Job-winning Resumes* Myra Fournier, Jeffrey Spin, 1993 *Guide to Finding the Right Job in the Design & Construction Industry*, 2002 *Best Résumés for College Students and New Grads* Louise Kursmark, 2006 Helps students by describing skills and attributes that are valuable in the workplace, answering common questions, delivering expert advice that is relevant in today's hiring market, and showcasing high-quality resumes and cover letters prepared by professional resume writers, all written for college students or new graduates. It is a comprehensive resource appropriate for diverse college majors, both undergraduate and graduate, as well as for students seeking internships and co-op jobs while still in school.

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