

# 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  
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 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's entire West Coast.
- Collaborated with medical staff to ensure the hospital's daily financial success.

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

- Added your professional skills to the team to ensure the best service and best results for your clients.
- Used your professional skills to ensure the safety of your clients and to ensure the best results for your clients.
- Developed the plan, job descriptions, and terms of contracts and services for employees.

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

- Coordinate the job descriptions and job titles for the hospital's entire West Coast.
- Coordinate the job descriptions and job titles for the hospital's entire West Coast.
- Coordinate the job descriptions and job titles for the hospital's entire West Coast.

**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 in 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

**Geoff Smith**



## **Resume Template Tips:**

## **Resume Template Tips** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Resume Template Tips**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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