

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
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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 under the Chief of Staff.
- 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.
- Include a brief description of the main job, listing key responsibilities and major accomplishments.
- 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.
- Highlighting relevant qualifications is a must. Include any medical professional's licenses and should include what sets you apart from others, such as your license.

EDUCATION

Bachelor of Science | 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 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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RJ Alexander



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THE WAY to New Employment in 6 Stages Mark Richardson MA,2019-07-26 *THE WAY to New Employment in 6 Stages* is the first practical step by step handbook for serious career professionals seeking to make a highly effective career transition *THE WAY* represents the methodology which may be viewed as The Proven Way The Best Way The Certain Way The Sure Way The Most Efficient Way *THE WAY* is uniquely value adding based on the combination of the following distinctions Written by an accomplished insightful faith anchored career empowerment subject matter expert The first practical proven stage by stage and step by step guide to new employment and career fulfillment The 6 traits necessary to ensure campaign success *THE WAY* to defining the desired destination creating the ultimate master plan crafting the high impact marketing portfolio working smart and excelling in the interview process and increasing one s odds of securing the new career opportunity A faith based G P S Guided Placement System TM 12 Invaluable Insider Insights on some of the most challenging career transition campaign challenges High impact proprietary tools aligned to the 6 Stage C A R E E R Road Map to New Employment The SECRET INGREDIENT to dramatically improving one s success rate in an employment transition A 7th Stage going beyond landing the new employment opportunity providing the SECRET to Career Fulfillment *THE WAY* may be viewed as advanced job search training for the serious career transition professional and more *THE WAY* truly is the book that has been sought and needed by career professionals it is the only handbook you really need to make a successful career transition **Advanced Microsoft Word 7** Nita Hewitt Rutkosky,Judy Dwyer Burnside,Joanne Marschke Arford,1997

The Writer's Market ,1987 **InfoWorld** ,1990-06-04 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **EResumes** Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job *Kansas Employability Skills Curriculum Guide* ,1990

Nutrition in Public Health Sari Edelstein,2017-02-25 Thoroughly revised and updated Nutrition in Public Health explores the complex multifaceted array of programs and services that exist in the United States today that are dedicated to bettering population health through improved nutrition The Fourth Edition explores the subject by first considering how nutrition fits into public health and then by examining policymaking assessment and intervention methods special populations food security and program management *The Job Finder's Guide* Les Krantz,2002 **101 Best Resumes for Grads** Jay A. Block,Michael Betrus,2002 Endorsed by the Professional Association of Resume Writers this handbook is an ultimate resume and job hunting guide for recent grads *Humor and Cartoon Markets* ,1990 *Technical Tips for Hand Surgery* Morton L. Kasdan,Peter C. Amadio,William H. Bowers,1994 This is a book of surgical information collected from dozens of experienced hand surgeons from the United States and elsewhere The contributors have submitted short descriptive vignettes often illustrated of technical improvements that have resulted in a better outcome for the patient

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Public Interest Job Search Guide ,1998 Publishers Directory Gale Group,1998-10 Gale s Publishers Directory is your one stop resource for exhaustive coverage of approximately 30 000 U S and Canadian publishers distributors and wholesalers Organizations profiled in the Publishers Directory represent a broad spectrum of interests including major publishing companies small presses in the traditional literary sense groups promoting special interests from ethnic heritage to alternative medical treatments museums and societies in the arts science technology history and genealogy divisions within universities that issues special publications in such fields as business literature and climate studies religious institutions corporations that produce important publications related to their areas of specialization government agencies and electronic and database publishers

Writing Resumes that Work Robert R. Newlen,1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter

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