

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 into a profile and helps them understand you.

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 financial planning and budgeting of the hospital under the Chief CFO
- Collaborated with medical staff to ensure the continuous study program activities

Health Services Manager, SAC San Francisco Department of Health
San Francisco, CA | 2012-2014

- Add your professional skills under the most recent and best highlight your skills
- Write an objective resume for every job opening because no matter how many will surely get your application
- Don't forget the dates, job titles, and names of companies and previous employers

Medical Manager, SAC San Francisco Department of Health
San Francisco, CA | 2010-2012

- Don't forget the job description
- Write your professional skills under the most recent and best highlight your skills
- Write an objective resume for every job opening because no matter how many will surely get your application
- Don't forget the dates, job titles, and names of companies and previous employers

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

Resume Template Tips

Rachel Sandford



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