

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

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

- 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 Biotechnology**  
San Francisco, CA | 2010-2012

- Clearly state the job description
- Describe your professional skills and how they relate to the job and the other candidates based on matching skills and experience
- Highlighting relevant qualifications is a must. Include relevant medical professional's courses and should include what skills you have learned from them, such as your research

**EDUCATION**

**Bachelor's Degree | University of San Francisco School of Pharmacy | San Francisco, CA | 2008 - 2010**

**Pre-medical Course | Technion College | San Francisco, CA | 2006 - 2008**

**Medical Assistant | University of California, 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

**Patrick Vollmar**



## **Resume Template Tips:**

Eventually, you will enormously discover a additional experience and deed by spending more cash. nevertheless when? complete you put up with that you require to get those every needs similar to having significantly cash? Why dont you try to acquire something basic in the beginning? Thats something that will lead you to understand even more around the globe, experience, some places, in imitation of history, amusement, and a lot more?

It is your very own time to deed reviewing habit. among guides you could enjoy now is **Resume Template Tips** below.

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