

# 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  
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 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 to ensure the continuous quality program activities.

**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, starting from the most recent to the least recent, will greatly get your application noticed.
- 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 read the job description and tailor your resume to the specific time you and the other candidates based on matching skills and experience.
- Highlighting relevant qualifications is a must. Tailor your resume to the specific medical professional's resume and should include what sets you apart from others, such as your interests.

**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  
Bachelor's Degree 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

**Kathryn K. Troutman**



## **Resume Template Tips:**

4 Pillars: Creating a Life on YOUR Terms Geoff Smith,2022-05-21 What does it feel like to create a life on your terms Where your health relationships finances and mindset are all supercharged with positive momentum and intent The 4 Pillars offers a template on how to shape your life towards fulfilment in these areas where you learn to master your health take control of your relationships grow your finances and develop a clear and positive mindset The 4 Pillars is your roadmap to a better life

**The Job Tree: Winning Your Next Job** Lee Smith,2021-02-24 Winning a new job can be a challenge Jobs are changing worldwide Technological change globalization and economic disruptions like recessions all have an impact Workforces are becoming increasingly mobile with frequent job changes This book will help you develop the skills and documents for successful job hunting It provides expert advice resources and support It also helps you develop your resum social media bio and interview skills The book contains step by step guidance and tips on how to handle the complex field of job searching The Job Tree will help you win your next job

*Kick Start Your Career* Lee Smith,John van Genderen,2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market

**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

**Fire Services Recruitment** Brent Clayton,2012-07-12 Discover EXACTLY what you need to do to get your place on the next Firefighter Recruit Course 90% of Aspiring Firefighters have succeeded in landing a job in the fire service using my Resources Training Without ANY Knowledge of Fire Service Recruitment or any previous training on how to become a Firefighter With the right tools and the

right training Anyone Has a fighting chance This book shows you in detail EXACTLY how the process works from how to make the first right impression passing the Aptitude test Beep Test Tips to how to get through the interview With a precise step by step plan you need to follow to make them work for YOU CODING INTERVIEWS Advanced Guide to Help You Excel at Coding Interviews Olivia Miller,2023-10-23 Interviews are stressful and can overwhelm even the most experienced candidates Whether this is your first coding interview or your tenth you are still likely to be a bag of nerves but given that this is an important step in getting the job you dream of it s important that you don t fluff it at the first step Programmers a

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 **Happy about My Job Search** Barbara Safani,2012 A job search is never easy and a struggling economy only makes it harder How do you make your job search smarter faster and better In Happy About My Job Search Barbara Safani offers a candid perspective of what a job search is and isn t She offers plenty of practical hints for building better resumes and writing compelling cover letters She freely shares her expert understanding of how to network during a job search prepare strategies for interviews and negotiate a competitive compensation package Barbara reveals the way to be well informed and better prepared for the journey ahead Read her compelling new book to learn how to find success even in this most trying situation 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 *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 r sum 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 r sum 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 r sum cover letter and interview to land it

**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

*Stepping Thru Ms Office Int03tx* Fulton,Neilsen,2004-04 [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 [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.

**Advanced Microsoft Word 7** Nita Hewitt Rutkosky, Judy Dwyer Burnside, Joanne Marschke Arford, 1997

**Encyclopedia of Job-winning Resumes** Myra Fournier, Jeffrey Spin, 1993

**Graduating Engineer & Computer Careers**, 2004

PC Magazine, 2002

Public Interest Job Search Guide, 1996

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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