

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
818-522-4567 | 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 medical role you're seeking. Many hiring managers and recruiters on average only spend a few seconds to review your CV the first time. Your primary aim at this point is to determine whether your application should be considered further. Think of this objective section as a place for a short, concise paragraph that tells them that you're the right fit for the position.

WORK EXPERIENCE
Registered Nurse, North San Francisco Medical Center
San Francisco, CA | 2015-2018 - Present
• Managed the operations of 2000+ nursing staff and various patient relations
• Managed business development and strategic planning of the hospital across the West Coast
• Collaborated with medical staff leaders to coordinate daily hospital activities

Health Services Manager, SAC San Francisco Department of Health
San Francisco, CA | 2012-2015 - 2015-2018
• Add your accomplishments that make the most sense and best highlight your skills
• Write a short-term resume for every job opening because no matter what resume will quickly get your application noticed
• Double-check the dates, job titles, and names of employers and previous employers

Medical Manager, SAC San Francisco Department of Health
San Francisco, CA | 2010-2012 - 2012-2015
• Carefully read the job description and tailor your resume to highlight how you are the ideal candidate based on matching skills and experience
• Highlighting clinical capabilities is a must for every medical professional's resume and should include what sets you apart from others, such as your license

EDUCATION
Bachelor of Science | University of Illinois School of Medicine | San Francisco, CA | 2008 - 2010
Pre-medical Studies | Sonoma College | San Francisco, CA | 2005 - 2008
Bachelor of Science | University of California, Berkeley | San Francisco, CA | 2003 - 2005

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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Nilima



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What Color Is Your Parachute? 2022 Richard N. Bolles,2021-12-14 With timeless advice up to the minute insights and more than ten million copies sold over fifty years the world s most popular and best selling career guide is fully revised and expanded for 2022 One of the first job hunting books on the market It is still arguably the best And it is indisputably the most popular Fast Company What Color Is Your Parachute is the world s most popular job hunting guide This completely updated edition features the latest resources strategies and perspectives on today s job market revealing surprising advice on what works and what doesn t so you can focus your efforts on tactics that yield results At its core is Richard N Bolles s famed Flower Exercise a unique self inventory that helps you design your career and your life around your key passions transferable skills traits and more This practical manual also provides essential tips for writing impressive resumes and cover letters networking effectively interviewing with confidence and negotiating the best salary possible Whether you re searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward a fulfilling and prosperous life s work

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 A Practical Guide to Therapeutic Communication for Health Professionals - E Book Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills *What Color Is Your Parachute? 2021* Richard Nelson Bolles,Katharine Brooks,2020-12 Explains how to identify personal goals and interests and reveals how to apply that information toward obtaining satisfying employment with tips on interviews salary negotiation techniques and career searching online 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 What Color Is Your Parachute? 2021 Richard N. Bolles,Katharine Brooks, EdD,2020-12-22 With timeless advice up to the minute insights and more than ten million copies sold over fifty years the world s most popular and best selling career guide is fully revised and expanded for 2021 In today s challenging job market as recent grads face a shifting economic landscape and seek work that pays and inspires as workers are laid off mid career and as people search for an inspiring work life change the time tested advice of

What Color Is Your Parachute is needed more than ever This completely updated edition features the latest resources strategies and perspectives on today s job market revealing surprising advice on what works and what doesn t so you can focus your efforts on tactics that yield results This practical manual has been fully revised for 2021 by Vanderbilt University Career Center Director Katharine Brooks EdD with modern advice on the job hunt strategies that are working today such as building an online resume making the most of social media tools to network effectively interviewing virtually with confidence and negotiating the best salary possible At its core is Richard N Bolles s famed Flower Exercise a unique self inventory that helps you design your career and your life around your key passions transferable skills traits and more With the unique and authoritative guidance of What Color Is Your Parachute job hunters and career changers will have all the tools they need to discover and land their dream job

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

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 Follow Parker and Brown's ten easy steps and you'll be well on your way to a smart effective and thoroughly modern resume
 a resume that makes you look good and produces results *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 **Public**
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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 How to Write a Stellar Executive Resume Brenda Bernstein, 2018-01-02 How to Write a Stellar
 Executive Resume is a step by step guide that empowers readers to create an effective and stand out from the crowd as a top
 candidate for an executive position Brenda Bernstein a Certified Executive Resume Master and author of the 1 Bestseller

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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 resume 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 resume 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 resume cover letter and interview to land it

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