

# THE ANATOMY OF A GREAT RESUME

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**MONICA TIFFANY**  
PROFESSIONAL TITLE  
818-522-8947 | 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 medical role you're seeking. Many hiring managers and recruiters 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 | 2005 - 2008

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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# Resume Template Tips

**Kathryn K. Troutman**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

## **Resume Template Tips:**

How to Write a Resume Inklyo,2016-07-13 Write the perfect resume to get the job you want In today s competitive job market your resume needs to stand out As the rules of modern resume writing are rapidly changing knowing what to include in your resume to catch a potential employer s eye is difficult Should you include a picture An objective statement References How exactly do you format a resume to make an impact The writers at Inklyo com have answered all of these questions and more in this comprehensive guide to resume writing How to Write a Resume The Complete Guide to Modern Resume Writing is full of proven tips and tricks for stocking your resume writing repertoire with the techniques you need to stand out to employers This guide will lead you through the process of creating a resume from scratch selecting a resume format that is best suited to your background and including all of the information necessary to demonstrate your skills and experience With tons of examples and sample resumes to choose from How to Write a Resume will teach you the principles you need to know and how to apply them to create your very own resume Learn how to word your resume to ensure that your writing is engaging and that you make a professional first impression What type of resume are you Explore the different types of resumes and create one that will best suit your job history and experiences Let us walk you through each section of your resume We ll explain what to write how to write it and what not to do Formatting is important Follow our comprehensive guide to resume formatting and we ll show the dos and don ts of structuring your resume Need some visuals How to Write a Resume The Complete Guide to Resume Writing is full of examples and even full resume samples to guide you in writing your own resume Bonus Take the online companion course to How to Write a Resume at Inklyo com Use our free resume templates to get started

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

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**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      **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

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