

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
818-522-8947 | 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 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 | 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 Setup

Marshall A. Brown, Annabelle Reitman

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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 **Countdown: A Handbook for Senior High School Students - Bahamas** Monique Wilchcombe, 2009-08-18 This Ministry of Education approved handbook is designed to help Bahamian students prepare for the next step after graduation Matters specific to high school students in the Bahamas are addressed Included in this manual are Scholarship information quizzes relating to career college readiness job interview skills etc college and job application forms reference forms preparation timeline etc FrontPage 2002 Developer's Guide Mike Jennett, 2001 Build powerful database driven Web sites using this comprehensive and hands on developer s guide Use Frontpage 2002 with DHTML integrate Office functionality use with ASP and more For creating and designing cutting edge Web sites this is the ultimate guide to Frontpage 2002 This book will help users build sophisticated Web sites and intranets with FrontPage 2002 integrate Office functionality with FrontPage to create seamless intranets and master advanced scripting XML Active X controls and Active Server Pages Side Hustle Blueprint Lise Cartwright, 2015-05-20 Are you struggling to make your money last all the way to the end of the month Are you trying to figure out HOW you re going to make ends meet with the money you re currently earning I get it You want to do everything and find it FRUSTRATING that you don t earn what you are worth and how that then translates into you NOT being able to get everything you want So what can you do What options are there Do you 1 Apply for a personal loan only to get rejected 2 Ask for a raise at work only to be laughed at 3 Apply to increase your credit card limit only to overspend it In this hands on and step by step guide Lise Cartwright explains how YOU can earn what you re worth and do and have the things you want WITHOUT having to leave your day job apply for more credit increases or have embarrassing conversations with your boss By using examples from her own personal experiences and guidance from her mentors she shows you how to make an extra 1000 in just 30 days In This How To Guide You ll Be Given Step by Step Instructions to help you quickly achieve and implement your side hustle Action Checklists that will provide you with a quick re cap on each step and show you EXACTLY what you need to do in order to progress forward and make money work for you A 30 Day Plan to help kick start your side hustle idea and develop the skills you need to make extra money The Side Hustle Blueprint is concisely written with your crazy schedule in mind and it will teach and show you how to get the things you want in life without you having to sacrifice your social or work life You ll quickly learn just how easy it is to make an extra 1000 per month Don t let your fear of rejection and day job commitments stop you from having the financial benefits you deserve take action follow the book s steps and enjoy your new lifestyle and laugh yourself all the way to the bank Microsoft Office 2010 Demystified Karin Rex, 2011-11-05 It s EASIER than ever to

get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications *Resources in Education* ,1994-10 **Increasing the Impact of Your Research** Jenny Grant

Rankin,2020-04-28 This important resource helps researchers in all disciplines share their findings knowledge and ideas effectively and beyond their own field By pursuing the practical recommendations in this book researchers can increase the exposure of their ideas connect with wider audiences in powerful ways and ensure their work has a true impact The book covers the most effective ways to share research such as Social media leveraging time saving tools and maximizing exposure and branding Media landing interviews and contributing to public dialogue Writing landing book deals and succeeding in key writing opportunities Speaking giving TED Talks delivering conference keynote presentations and appearing on broadcasts like NPR Connecting networking influencing policy and joining advisory boards Honors winning awards and recognition to expand your platform Rich in tips strategies and guidelines this book also includes clever fast tracks and downloadable eResources that provide links leads and templates to help secure radio broadcasts podcasts publications conferences awards and other opportunities The eResources can be found under the Support Materials heading below **Microsoft Office 97**

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Douglas Brown,Scott Wilson,2012-06-12 Revised for 2009 and beyond The Black Book of Outsourcing is a comprehensive guide and directory for the evolving field of outsourcing including expert advice on how to operate an outsourcing program Valuable governance checklists offshoring insights best practices and one of kind resources are featured in this bible of the outsourcing industry First published in 2005 this topical bestselling manual explores the evolution of both outsourcing buyers and suppliers Outsourcing and research gurus Douglas Brown and Scott Wilson chart a course of advice for business leaders charged with managing sourcing initiatives present a wealth of opportunities for job seekers and offer insights for entrepreneurial thinkers and investors worldwide EResumes Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide

for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job

Using PageMaker 4 for Windows Sharyn Venit,1991 This essential guide introduces readers to the newest features of PageMaker Offers solid advice on creating newsletters manuals brochures and directories and includes dozens of examples and efficiency tips

Microsoft Word 2000 Teresa Adams,Stella Smith,1999-04 An introduction to Microsoft Word 2000

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Microsoft Office for Windows Ned Racine,Norton,1995

Interactive Computing Software Skills Kenneth C. Laudon,1997 *Microsoft Word for Windows* Heather Milette Duggan,Peter Norton,1996

Visual InterDev 6 Bible Richard Mansfield,Debbie Revette,1998-10-01 Leverage Visual InterDev s powerful collection of team based RAD development tools and start implementing today s hottest Web technologies on your site Visual InterDev 6 Bible guides you through the entire Web development cycle from mapping out your site to adding Dynamic HTML ASP Cascading Style Sheets graphics animation and more Loaded with expert advice tips tutorials and examples Visual InterDev 6 Bible is the perfect InterDev reference book The bonus CD ROM features source code for all the examples in the book an electronic version of Visual InterDev 6 Bible a sample database and a copy of Adobe Acrobat 3 01

ABCs of MS Office 97 Guy Hart-Davis,1997 this new version of Office this book covers basic elements of the software but focuses on providing clear and concise instructions for using the suite s most practical features It is the ideal reference for those who work with several software packages and need a quick course on how to accomplish time critical tasks with a particular module of Office

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