

# 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  
818-522-8967 | 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 paragraph for every job opening because it makes your resume look specific and gets 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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# Resume Template Tips Buy Online

**Rebecca Smith**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

## **Resume Template Tips Buy Online:**

Getting an IT Help Desk Job For Dummies Tyler Regas, 2015-04-13 Stand out in one of IT's fastest growing job markets. If you're looking for a job in IT, the help desk is the heart and soul of most IT operations and an excellent starting point for a promising career. With the help of Getting an IT Help Desk Job For Dummies, you'll gain the knowledge and know how to cut through the confusion of navigating the Information Technology job market. IT can be intimidating to hopeful yet inexperienced job candidates, but this guide will help you find and land the job of your dreams. Through easy-to-follow explanations, authoritative information, and a bit of humor, Getting an IT Help Desk Job For Dummies serves as your thorough and approachable guide to maximizing your competitive edge in this booming market. The IT job market has continued to expand as technology matures and deepens its roots in business operations. This is good news for you. However, it makes it that much harder to get a job in IT as recent grads and other professionals are practically stampeding to get their feet in the door of this rapidly expanding industry. Luckily, Getting an IT Help Desk Job For Dummies gives you an advantage by providing expert instruction on how to score an interview and secure a job offer, the skills needed to obtain and maintain an IT position, and authoritative information on how to establish a career path in the IT field. Explore careers in the IT Help Desk field and establish the path you want to follow. Plan for post-education certifications and training to make yourself more marketable. Get expert guidance for creating a winning resume and cover letter. Prepare for your IT Help Desk interview. Loaded with simple, straight-forward advice, Getting an IT Help Desk Job For Dummies is your all-in-one guide to starting your IT career on the right foot.

Cyberspace Resume Kit Mary B. Nemnich, Fred Edmund Jandt, 1999 A guide to putting a resume online that shows how to take advantage of state-of-the-art Internet features that have revolutionized job searching. The authors show how to incorporate numerous elements into HTML resumes, including graphics, color, and links. Also included are evaluations of 80 plus Internet resume sites, interviews with industry insiders on the most effective ways to produce and use cyberspace resumes, and how to register a Web resume. Annotation copyrighted by Book News, Inc., Portland, OR.

**Résumés in Cyberspace** Pat Criscito, 2000 Updated to help job seekers take full advantage of the latest cyberspace trends and technology, this book provides detailed instruction on designing a resume for computer networking. Readers will learn to make their resume attention-catching, scannable, and effective in helping them get that job they're seeking. They'll also find advice on using the World Wide Web and a variety of commercial online services to find and land career positions.

Electronic Resumes & Online Networking Rebecca Smith, 2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet. This second edition of Electronic Resumes and Online Networking shows how to become Internet savvy to gather information, find the right job, and submit a resume online.

**The Software Encyclopedia 2001**, 2001 Job Hunters' Sourcebook Amy Darga, 2002 Here is the essential, updated resource job seekers need to develop a complete strategy for their job searches. Alphabetically arranged by career

the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches     *The Software Encyclopedia 2000* Bowker Editorial Staff,2000-05     *The Job Hunter's Resource Guide* A. D. Lowe,1995     *Your Career* Julie Griffin Levitt,2004 Build bridges from classroom to career Practical assignments throughout connect students directly with the business community employers and the Internet This best selling book provides everything students need to gain competitive advantage in the workplace It is ideal for a course on Professional Career Development Job Search Resume Writing and Interviewing Your Career How to Make it Happen provides thorough coverage of career self assessment employer research job search interviewing and career building strategies The text also contains extensive instructions and examples of market driven electronic traditional and web resumes as well as cover letters     **College Keyboarding Enhanced** Susie H. VanHuss,Duncan,Forde,Woo,1997     *PC Magazine* ,1998

**Small Business Sourcebook** Thomson Gale,2002-12 A two volume annotated guide to 26 670 listings of live and print sources of information designed to facilitate the start up development and growth of specific small businesses as well as 26 158 similar listings for general small business topics An additional 11 167 entries are provided on a state by state basis also included are 965 relevant U S federal government agencies and branch offices     **The Big Guide to Living and Working Overseas** ,2004     **Great Resume** Jason Rich,2000 Great Resume will walk you through the entire resume creation process This book can teach anyone how to add impact to a resume and select the best resume format based on any personal situation You ll learn how to put all of the pieces of a resume together into one powerful and well written document discover how to choose the best possible wording to convey important information learn how to avoid the most common resume creation mistakes and find out about the many tools available that will make the resume creation process easier and less stressful Fully up to date for modern job seekers this book also explores how to tap the power of the Internet Plus you ll discover how to evaluate job opportunities and evaluate your own goals and objectives to ensure you wind up in a job that s challenging rewarding and enjoyable     *Guide to America's Federal Jobs* Bruce Maxwell,2005 Indexed for easy reference this volume is a comprehensive guide to federal openings in the U S and the world It includes information for all agencies and departments pay rates and vital tips on creating a federal resume applying online interviewing for federal jobs and more

*Career Guide for the High-tech Professional* David Perry,2004 Getting the exact job you want with the company you want is either highly improbable or a cinch It s highly improbable if you play by the old rules a cinch if you play by the new rules and go about your task in the ways suggested by David Perry in *Career Guide for the High Tech Professional* If you re willing to look upon finding a job as a job unto itself you re going to reap exceptional rewards from this book It does not contain

shortcuts tricks or anything unethical But it does feature ultra solid advice along with the rich details of landing the job of a lifetime Career Guide for the High Tech Professional is filled with job finding wisdom and the actual things you must say in your cover letter on your resume and during your interviews Nothing is left to chance Every detail is covered **Alaska Career Guide** ,1996 Guide to America's Federal Jobs ,2001 **The On-line Job Search Companion** James C. Gonyea,1995 Boot up log on and find work This accessible guide to job hunting and career building the electronic way tells job seekers everything they need to know about hardware software on line services and related technologies that can connect them instantly to thousands of employers and job bank databases **Gale Guide to Internet Databases** Joanna Zakalik,1995 Fast access to 2 000 authoritative Internet information sites each fully described 5 easy to use indexes master index to more than 8 000 individual Internet files Includes a list of specialized home pages Internet glossary and bibliography Cover

## Whispering the Techniques of Language: An Psychological Quest through **Resume Template Tips Buy Online**

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