

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
• While at work, ensure the safety of all patients and staff, and ensure the quality of care
• Develop and implement policies, procedures, and standards of care and patient care

Medical Manager, SAC San Francisco Department of Health
San Francisco, CA | 2012-2015 - 2015-2018
• 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 many medical professionals resume and should include what sets you apart from others, such as your license

EDUCATION
Bachelor of Science | University of California School of Medicine | San Francisco, CA | 2008 - 2012
Pre-medical Studies | Sonoma State University | Sonoma, CA | 2004 - 2008
Bachelor of Science | University of California, Berkeley | San Francisco, CA | 2004 - 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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Sabine Zange



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