

Medical Assistant Sample Resumes

The Top Seven Elements of a Resume

Essential:

- Name
- Contact address and telephone numbers
- Work history
- Education history
- Continuing professional development
- Professional memberships
- References

Optional:

- Technical skills
- Awards
- Languages
- Other areas of professional interest



Don't overload your resume with educational details but do highlight the areas where you achieved good results! Also, If you are a recent graduate, be sure to leave a few copies of your resume with the office where you did your externship so that if job opportunities arise at that place later, or if the staff is aware of a position in another facility, they will be able to reach you and pass your resume along. If you left a good impression they will be more than happy to assist you in the job search process!

Sample Resume # 1:

I have worked in a family physician's office since April 1994 as the Laboratory Tech and Medical Assistant and presently serve as the Laboratory Supervisor. I am efficient in phlebotomy and injections, along with proficiency in performing ECG's, Holter Monitor, NDX, assist in GYN and sigmoidoscopy, blood pressures, respiratory rate, body temperature, pulse rate, BMD, phone triage, front office work, billing, coding, run immunoassays, chemistry analysis, hematology, and urinalysis, tumor markers, inventory, bookkeeping, implement Quality Assurance and control programs, perform Proficiency Testing through MLE, and great bedside manners.

How to Overcome Lack of Work Experience

Although this is always a challenge, there are indeed ways to overcome lack of work experience to get hired! The trick is to highlight other selling points. Mention relevant skills you have, such as your accomplishments while you were in school, or college; which includes scholastic awards and your externship—your externship IS work experience! You may have other valuable skills through activities in community groups, personal interests, or volunteer work. Don't forget courses outside the medical assisting profession such as those in sales, customer services, data entry, computer applications, and word-processing.

Always mention how satisfied your customers and clients were, and how pleased your former employers will be to give you excellent references. All this can help and convince a new employer, that although you may not have the requested amount of work

experience in your new role as a medical assistant, you are certainly worth their attention and consideration for the job.

Sample Resume # 2

I am attending Medical Assistant courses at the U.E.I. campus in Van Nuys, California. I will complete my seven months of training coming at the beginning of this December. Prior to my graduation in January of 2005, I will complete 160 hours of an externship. My training includes the following medical procedures; EKG'S, urinalysis, venipunctures injections, audiometry, spirometry, blood pressure, body temperature, pulse rate, respiratory rate. I also acquired training in medical billing and coding, as well as efficient typing skills.

Sample Resume # 3

I have five years of medical assisting job experience, and currently work in oncology where I provide support to women who are undergoing diagnosis and treatment of breast cancer. Duties include being the contact person to facilitate intake into the cancer center system through development of specific working relationships with staff of referring programs and institutions, direct patient contact including needs assessment, assisting with coordination of care and communication of basic information about the healthcare system and breast cancer diagnosis and treatment and connect patients with resources and support systems including transportation services and social services. I possess excellent computer skills and am proficient in the use of medical terminology, interpersonal skills, compassion for women with breast cancer, and am familiar with the local health care system.