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Sample Resume

Jane Doe

888 Harris Street – Linwood, NJ 00000

Cell: 609-111-1111 – Email: jane.doe@emailhost.com

OBJECTIVE

To use my medical assistant skills to deliver high quality patient care and provide efficient administrative skills to support the goals of Johnson Medical Center.

CLINICAL SKILLS

- Vital signs
- Phlebotomy
- Specimen collection
- Injection administration
- Examination and minor surgery support
- Medical terminology

ADMINISTRATIVE SKILLS

- Medical billing and coding
- MS Office, Excel, Word, Outlook
- Appointment scheduling
- Patient records maintenance

CERTIFICATIONS

- Certified in CPR and First Aid, American Heart Association

EMPLOYMENT EXPERIENCE

Central Hospital, Linwood, NJ – August 2013 to October 2013

Medical Assistant Extern (180-hour unpaid externship)

- Measured and recorded patients' vital signs
- Provided direct patient care as needed
- Helped maintain patients' medical records
- Labeled and organized patient specimens

Target, Inc., Mays Landing, NJ – September 2012 to January 2013

Customer Service Associate

- Helped customers with returns and complaints. Served about 80 customers daily.
- Assisted with restocking and managing inventory

EDUCATION

Harris School of Business, Linwood, NJ

Professional Medical Assistant diploma, October 2013

720-hour program; 180-hour externship placement

Harris School of Business



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Mainland Regional High School, Linwood, NJ
Diploma, 2012

REFERENCES

- John Doe, Instructor, Harris School of Business, Phone: 800-510-7920
- Sally Doe, Externship Supervisor, Central Hospital, Phone: 609-111-1111

Harris School of Business

NJ: Cherry Hill 856-662-5300 • Linwood 609-927-4310 • Hamilton 609-586-9104 • Voorhees 856-309-3701
DE: Wilmington 302-478-8890 • Dover 302-674-8060 • **PA:** Upper Darby 484-463-3800 • **CT:** Danbury 203-797-1461