[Your Full Name]

Medical Assistant

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your role] with [experience or training] in [specialty]. Skilled in [two relevant skills] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Vital signs, patient care, EHR, phlebotomy, scheduling, infection control

[Keep only skills you have and add relevant terms from your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Prepared [number] patients daily and documented vital signs accurately.
- Supported [procedure or clinic workflow], improving [service metric].
- Managed [scheduling or records task] while following privacy procedures.

[Previous role, internship or relevant volunteer experience]

- [Your contribution, action and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [City, State] | [Graduation year]

[Relevant coursework or honors if useful.]

Certifications and Clinical Training

[CMA or RMA if held] | [Issuer] | [Expiration]

[BLS or relevant training] | [Issuer] | [Expiration]