

Medical Assisting Resume Template

[Your Full Name]

[City, State] | [Phone Number] | [Email Address] | [LinkedIn Profile]

Professional Summary

Dedicated and detail-oriented Medical Assisting student at South University with hands-on training in clinical and administrative procedures. Skilled in patient care, medical documentation, and supporting healthcare teams in fast-paced environments. Seeking an entry-level Medical Assistant position to apply strong interpersonal skills and technical knowledge to improve patient outcomes.

Education

South University – [Campus Location or Online]

Associate of Science in Medical Assisting

(Expected Graduation: Month Year)

Relevant Coursework: Clinical Procedures, Medical Terminology, Pharmacology, Anatomy & Physiology, Medical Office Management

Certifications *(if applicable)*

- Certified Medical Assistant (CMA) – [Certifying Body]
 - CPR & First Aid – American Heart Association
 - HIPAA Compliance Training
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Skills

- Vital Signs Measurement
 - Patient Intake & Documentation
 - Phlebotomy & Specimen Collection
 - EKG Administration
 - Appointment Scheduling & Billing
 - Electronic Health Records (EHR)
 - Strong Communication & Teamwork
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Clinical Experience / Externship *(if applicable)*

[Healthcare Facility Name] – [City, State]

Medical Assisting Extern

Month Year – Month Year

- Performed patient intake, recorded vital signs, and assisted with examinations.

- Prepared and maintained sterile environments for clinical procedures.
 - Supported administrative tasks including scheduling and insurance verification.
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Work Experience *(if applicable)*

[Job Title] – [Company Name]

Month Year – Month Year

- [Highlight transferable skills: customer service, administrative support, multitasking.]
 - [Example: Managed patient inquiries and maintained accurate records.]
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Volunteer Experience *(optional)*

[Organization Name] – [Role]

Month Year – Month Year

- Assisted with community health screenings and patient education programs.
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Professional Affiliations *(optional)*

- Member, American Association of Medical Assistants (AAMA)
- Member, [Any relevant student or professional organization]

Graduates are required to pass the national certification exam and obtain a state license in order to work in the field. (Exam names vary by program.) Please refer to the State Professional Licensure Determination and National Certification/Licensure section of the University catalog for additional information. South University cannot guarantee each graduate will pass the required licensure examinations. South University does not promise or guarantee licensure, employment, or salary amounts.