

Medical Assisting Resume Tips

Directive Practice Resume

1. Needs to have education and program at the top of the resume
2. Language should include: "eligible to sit for the CMA (AAMA) credentialing exam 00/2000"
3. List two terms of phlebotomy training
4. Objective: To obtain a Medical Assisting clinical practicum for externship
5. Credentials:
 - a. BLS/CPR for Healthcare Providers, American Heart Association
 - b. HIPAA Compliance, Portland Community College
 - c. Bloodborne Pathogens, National Safety Council
 - d. Vaccines for Children, Oregon Health Authority
6. Health Fair language:

Community Health Fair and Screening Event, Portland Community College

Created patient education material using health literacy guidelines

Performed the following screening procedures; Blood pressure, BMI, Distance Vision, Near Vision, Color Vision, and Hearing Screening

Employment Resume

1. Don't use GPA
2. No address
3. Clinical Practicum experience should be listed under "Experience" or "Employment" but listed as externship with the number of hours and a summary of skills / tasks performed
4. Objective section (if desired) – change to personal profile (characteristics and traits)
5. Expiration dates with BLS/CPR training
6. Venipuncture – phlebotomy; list how many successful draws
7. Preferred listing of skills
8. All volunteer experience
9. All professional memberships

Students Portfolio (minimum – may be more)

1. Final Program Assessment (third term)
2. Scope of Practice Letter (third term)
3. All up to date vaccines – must have copy
4. BLS/ CPR card, Bloodborne pathogens card, HIPAA certificate – copy
5. Resume – final with clinical practicum experience listed
6. Clinical Practicum – student evaluation on skills (we will provide a copy to student at the end of third term)
7. Clinical Practicum – student evaluation on softskills (we will provide a copy to student at the end of third term)
8. Work product – second term "Educational Handouts" for Health Fair