

[YOUR NAME]

Medical Assistant

[City, State] | [Phone] | [Professional Email] | [LinkedIn/Portfolio if useful]

PROFESSIONAL SUMMARY

[2-3 lines: clinical and administrative experience, setting, current credential if held, and strongest job-relevant skills.]

CORE SKILLS

Patient intake
Exam-room preparation

Vital signs
Patient communication

EHR documentation
Specimen handling if trained

Appointment scheduling
Inventory and supplies

PROFESSIONAL EXPERIENCE

[Job Title] | [Employer, City, State] | [Month Year - Present]

- [Action] patient intake or clinical support within your actual role and scope.
- [Action] documentation or scheduling in [EHR/practice-management system actually used].
- [Action] exam-room, supply, or patient-flow work and include real scope when known.

CLINICAL TRAINING / EXTERNSHIP

[Facility] | [Dates] | [Clearly label as supervised training; list only duties actually practiced.]

EDUCATION

[Medical assisting program or degree] | [School] | [Year]

CERTIFICATIONS / CREDENTIALS

[Exact credential, issuing organization, and current status if held]

Template note: Replace every bracketed prompt with your own facts. Keep only skills, tools, duties, credentials, and metrics you can support.