

Heading

Tells employers how to reach you. Make sure information is current & that the outgoing message on your voicemail (& your email address) are professional & appropriate.

Job Objective

If you don't include an objective, the employers won't know which job you are applying for. Be specific. Leave out the fluff.

Education

List all **relevant** education, your specific program, & any honors.

Skills

List skills that are **relevant** to the job. Show how your skills match the employer's needs.

Experience

List jobs starting from your most recent work experience. List your most impressive duties first to get the reader's attention. Each experience should start with an **action verb**.

References

Have references ready on a separate page. If running low on space on the résumé, the reference statement can be omitted.

Tips: Aim for a one page résumé. Make it easy to read, with no errors.

Questions?

Contact Career Services
 Career Center—1300 Building
 706-771-4146

Claire Can Worke

113 Success Avenue
 Augusta, Georgia 30906
 (706) 555-1234
 ccworke@hotmail.com

Objective Seeking an entry-level clinical or administrative position as a Medical Assistant.

Education **Medical Assisting Diploma**
 Augusta Technical College
 Augusta, Georgia
 Graduated: March 2009, GPA: 3.75
 Member: National Vocational-Technical Honor Society, Student Leadership Council

| | | |
|---------------|---|---|
| Skills | Back Office: | Front Office: |
| | Vital Signs Sterile Procedures Bloodborne Pathogens Laboratory Office Procedures Phlebotomy, Injections and Venipuncture CPR/BLS/First Aid Certified | Medical Terminology Medical Transcription Document Preparation Billing and Coding Word / Excel /Access Scheduling Multi-Line Phones |

Externship *Student Assistant*
Warrenton Medical Center, Fall 2008
 Warrenton, Georgia
 Took vital signs and EKGs, assisted in female exams, gave injections, administered vision and hearing tests, and made referral and follow up appointments.

Work Experience *Patient Care Assistant / Certified Nursing Assistant*
Lake Crossing Rehabilitation Center, June 2000 - September 2006
 Appling, Georgia
 Turned and repositioned patients. Fed, dressed, and bathed patients. Made beds and assisted patients with outside activities. Reported changes in patient condition to supervisor.

References Available Upon Request

Action Words!

**SHOW EMPLOYERS WHAT YOU CAN "DO!"
USE ACTION WORDS (VERBS) TO DESCRIBE YOUR DUTIES AND
RESPONSIBILITIES.**

| Creative | Clerical | Communication | Financial | Helping | Management | Technical |
|--|--|--|---|---|---|---|
| acted created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped | approved arranged catalogued classified collected compiled executed generated inspected monitored operated organized prepared organized processed purchased recorded retrieved screened specified tabulated validated | addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote | allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched | assessed assisted clarified coached counseled demon- strated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented | administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced reviewed scheduled supervised | assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded |



Find These and More Action Words...

<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>
http://www.quintcareers.com/action_alpha.html