

Augusta Technical College

Career Services

Sample Resume – Allied Health

Heading

Tells the employers where they can reach you. Make sure the message on your answering machine or voicemail (and your email address) are appropriate.

Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

Education

List all **relevant** education. List your specific program and any honors.

Experience

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

References

If you're running low on space, the reference statement can be omitted.

Tips: Be sure to emphasize your skills, aim for a one page resume, and do not describe your duties in long paragraphs.

Questions? Contact Career Services

1300 Building
706-771-4017
706-771-4146

www.augustatech.edu/careers/students

Claire Can Worke
113 Success Avenue
Augusta, Georgia 30906
(706) 793-1234
cworke@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 2003, GPA: 3.75
Member: National Vocational-Technical Honor Society, Skills USA

Skills	Back Office:	Front Office:
	Vital Signs Sterile Procedures Bloodborne Pathogens Laboratory Office Procedures Phlebotomy, Injections and Venipuncture CPR/First Aid	Medical Terminology Medical Transcription Document Preparation Billing and Coding MS Word/ Excel/Access

Externship Warrenton Medical Center, Fall 2002
Student Externship
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 Lake Crossing Rehabilitation Center, June 1997- September 2000
Patient Care Assistant--- Nursing Assistant
Turned and repositioned patients. Fed, dressed, and bathed patients. Made beds and assisted patients with outside activities.

References Available Upon Request