**[Your Name]**

[Current job title, if applicable]

[Street Address, City, Zip Code]

[Contact number] | [Professional email address] | [LinkedIn profile]

**Summary**

[Briefly discuss the experience, skills, and qualities that make you an excellent medical assistant. Mention career objectives or contributions you can make to the healthcare facility.]

**Skills**

* [Bulleted list of key skills relevant to the medical assistant position. List 5–10 skills, including both soft and hard skills. Also, mention software you’re familiar with as well as lab machines you can use in clinical settings.]

**Licenses & Certifications**

[Name of certificate / license, Institution, 20XX]

[Name of certificate / license, Institution, 20XX]

[Name of certificate / license, Institution, 20XX]

**Education**

*(If you’re a student applying for part-time work as a medical assistant, include any degrees/diplomas you’re working towards here.)*

[School or institution | Location, Month 20XX - Month 20XX]

[Degree / diploma / majors]

[School 2 | Location, Month 20XX - Month 20XX]

[Degree / diploma / majors]

**Experience**

*(This is an entry-level position. If you haven’t worked as an MA before, include any internships, volunteer work, administrative positions, or experience in customer service.)*

[Company Name / Job Title, Month 20XX - Present, Location]

[Brief description of key clerical/clinical tasks performed. Include any duties related to medical assisting.]

[Company Name / Job Title, Month 20XX - Month 20XX, Location]

[Brief description of key clerical/clinical tasks performed. Include any duties related to medical assisting.]