

Resume Basics

CTE Medical Courses 2017-2018

Purpose of a resume

Rules and tips

Format

Action words

TASstudentsupport@tusd.org



Purpose of a Resume



- Objective, professional snapshot
- To get the interview
- Used more to screen than to hire

**You have 6 seconds to make an impression.
Make it count!**

Resume Tips

Resume should be clear, consistent, and concise.

- One to two pages; recommended *at least* .5” margins all the way around (10-12pt font)
- Consistent headings (14-16pt), titles (12-14pt), and fonts. NO FANCY FONTS!
- Do not use “I” or “me”
- Do not shift tenses! Past jobs in past tense and current job and summary in present tense!
- Summary or qualifications should include keywords from the job description
- **Quantify** duties and use action verbs when listing them (i.e., **Directed** a team of **4** cashiers)
- List all honors and awards, special training and achievements
- If you haven’t worked, list all related volunteer work, caretaking, babysitting, leadership, etc.
- Do not include personal information like: children, religion, etc. on your resume
- Do not write, “references available upon request” but have them ready separately if asked
- Have several people proof your resume - EDIT, EDIT, EDIT (watch spelling and grammar)
- Be confident but honest

Objective

State a clear goal.

- To build a long-term career in/as a [Medical Assistant] with opportunities for career growth.
- To enhance my educational and professional Pharmacy Technician skills in a stable and dynamic workplace.
- To secure a position as a Medical Assistant in doctor's office or hospital.
- To obtain a position as a Pharmacy Technician that will offer valuable experience and room for growth.
- To secure an entry-level position in a medical billing or insurance department utilizing administrative skills as well as billing and coding knowledge.

Summary

Goal with soft skills and what you can offer.

Summary: Highly dependable individual with a sound understanding of medical assistance and clerical tasks. Outstanding communication skills as well as great customer service acumen. Enthusiastic to obtain a position as a medical assistant.

Qualifications/Skills

- Key related skills (medical assistants should separate patient care and clerical)
- Knowledge of medical terminology and anatomy
- Soft skill (or important hard skill such as ICD- 9, CPT10)
- Soft skill
- Soft skill
- HIPPA compliance, OSHA certifications ?
- Computer proficiency: (Word, Excel, Powerpoint, etc.) *add under clerical for MA*
- Bilingual

Training & Certifications

Medical Assistant, Torrance Adult School - Torrance, CA *2017 - present*

Pharmacy Technician, Torrance Adult School - Torrance, CA *2017 - present*

Medical Billing and Coding, Torrance Adult School - Torrance, CA *2017 - present*

CPR certification, *current*

Work Experience

- ❖ Job Title
- ❖ Years worked
- ❖ Name of Employer, Employer city and state
- ❖ Duties - list duties with results! Focus on accomplishments.

Example:

CASHIER, Jamba Juice - Torrance, CA

2015-2017

- Took orders and served 50+ customers during rush hour
- Prepared juice orders from 20+ menu items
- Operated cash register and balanced monies

After externship is completed, it will have it's own section titled "Externship" and will be inserted BEFORE the Work Experience section. Follow the same format as above.

Education

- Any other non-related work training you may have (B.A., or post-secondary certificates)
- High School Diploma - Name of School, City, State
or
- GED or HISET, Name of School, City, State

Note: *If you have a college degree, list that first*

Medical Assistant - Sample of Key Skills

Patient care: Venipuncture, injections, vitals, urinalysis, specimen collection, patient care, EKG, change dressings, clean and sterilize instruments

Clerical skills: appointment scheduling, medical records, inventory of clinical supplies, **all computer skills**

- Knowledge of medical terminology and anatomy
- Detail oriented with excellent organizational skills
- Calm under pressure in a fast paced environment
- Dependable and caring
- High level of professionalism and compassion
- Quick learner, able to follow directions well, strong sense of initiative
- Strong work ethic, punctual
- Enjoys teamwork and collaborative work environments
- Proactive, self-directed and able to work independently
- HIPPA compliance, OSHA certifications
- Bilingual

Medical Billing & Coding - Sample of Key Skills

Insurance verification, authorizations, claims submissions, follow-up denials, collections, posting and generating reports, insurance knowledge, patient scheduling

- ICD- 9, CPT10
- Medical terminology knowledge
- Strong computer, spreadsheet, general ledger and keyboarding skills
- Able to diffuse customer concerns with tact and ease
- Records organization and management
- Maintain company and patient confidentiality at all times
- Customer service skills, detail oriented and efficient
- Ability to multitask and work independently in a fast paced environment
- Professional and reliable with an eagerness to learn
- Communication and proper writing skills
- HIPAA Compliance
- Bilingual
- Computer skills (list all: Word, Excel, Typing speed, etc.)

Pharmacy Tech- Sample of Key Skills

Reading prescriptions, transcribing, measurements, prepare and dispense medication, mixing solutions, maintain inventory, sterilizing instruments, pharmacy law, knowledge of medical terminology and anatomy

- Mathematical skills including calculating measurements
- Detail oriented; always strives to perform duties with full accuracy
- Establishes rapport and trust with customers and patients
- Uses effective communication and follow through with customers and staff
- Resolves problems quickly and effectively
- Maintains patient confidentiality at all times
- Honest, dependable and trustworthy
- Excellent customer service and communication skills
- Bilingual
- Computer and typing skills (list all: Word, Excel, Typing speed, etc.)

Action Words

Communication/People Skills

Addressed
Articulated
Arranged
Clarified
Communicated
Composed
Conveyed
Corresponded
Defined
Described
Discussed
Drafted
Edited
Elicited
Explained
Expressed
Furnished
Influenced
Interacted
Involved
Joined
Marketed
Mediated
Moderated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Referred
Reinforced
Resolved
Responded
Specified
Spoke
Suggested
Translated
Wrote

Leadership /Management

Administered
Analyzed
Approved
Assigned
Attained
Capitalized
Chaired
Collaborated
Contracted
Consolidated
Converted
Decided
Delegated
Developed
Directed
Emphasized
Enforced
Enhanced
Established
Executed
Facilitated
Generated
Headed
Hired
Improved
Incorporated
Increased
Instituted
Led
Managed
Merged
Maximized
Motivated
Negotiated
Overhauled
Oversaw
Presided
Produced
Prioritized
Raised
Recruited
Regulated
Reorganized
Replaced
Reviewed
Scheduled
Strengthened
Solved
Spearheaded
Supervised

Research

Analyzed
Clarified
Collected
Conducted
Determined
Diagnosed
Evaluated
Examined
Explored
Extracted
Formulated
Gathered
Inspected
Interpreted
Interviewed
Located
Measured
Researched
Reported
Summarized
Surveyed
Systemized
Tested

Technical

Adapted
Assembled
Built
Calculated
Created
Computed
Converted
Designed
Determined
Engineered
Fabricated
Inspected
Installed
Maintained
Operated
Programmed
Processed
Rectified
Restored
Solved
Specialized
Standardized
Upgraded
Utilized

Teaching

Adapted
Advised
Authored
Coached
Communicated
Critiqued
Demonstrated
Developed
Encouraged
Evaluated
Facilitated
Fostered
Focused
Guided
Instructed
Illustrated
Lectured
Mentored
Motivated
Nourished
Stimulated
Studied
Trained