**FIRST AND LAST NAME**

**Email**: youremail@gmail.com | **Phone**: 908 775 555 | **Address**: 122 Samuel Johns Road, NY 1710 1

**2. Objective**

***Example:*** *Credentialed, detail-oriented* ***[postion/title]*** *with* ***[# years’]*** *experience looking to join a dynamic, growing* ***[practice/clinic/etc.]*** *with opportunity for growth and advancement.*

**3. Relevant skills and qualifications**

* Include a bulleted list of skills relevant to the position you’re applying for
* Each bullet point should demonstrate your competency in this skill, using numbers if possible
* Use specific language and “resume speak” form (short, focused fragments using action verbs)
* Include software, tools, knowledge, etc., pertinent to the position
* If you have many items for the list, look for ways to categorize them and use bold headers to organize them in sections

**Work history**

**Most Recent Job Title**
*Employer Name / Location / Start Year – End Year*

* Consider including a brief description of your work

**Earlier Job Title**
*Employer Name / Location / Start Year – End Year*

* Consider including a brief description of your work

**5. Education**

**Degree Name / Major**
*University, Location | Start Date – End Date*

* *Include specific course work if it is relevant to the position you are seeking*
* AHE 103 Law, Ethics, and Professionalism in Healthcare
* AHE 105 Electronic Medical Documents and Adminstrative Procedures

**6. Additional Resume Sections**

* Here’s where you should add extra relevant information such as certifications or hobbies