

ANATOMY OF A MEDICAL RESUME

CERTIFICATION AND LICENSURE

List all relevant certification and licensure.

CONTACT INFO

Make it easy for the hiring manager to contact you! Include your name, city, state, phone number, and LinkedIn URL.

EDUCATION

List any colleges attended, degrees earned, and any academic honors or awards.

PROFESSIONAL WORK EXPERIENCE

Highlight your experience(s) working in your field of interest.

ADDITIONAL WORK EXPERIENCE

Highlight your working experience(s) that helped you develop professional, or 'soft' skills. These experiences don't need to be related to your future career or industry.

Portland, OR	Cassandra Rivers cassandra.rivers@gmail.com	503.249.8874
CERTIFICATION AND LICENSURE		
Registered Vascular Technologist (RVT) Eligible (Valid through June 2030) Basic Life Support (BLS) Certification, American Heart Association (Valid through September 2026)		
EDUCATION		
Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR Bachelor of Science, Vascular Technology (June 2025)		
PROFESSIONAL EXPERIENCE		
St. Mary's Medical Center, Portland, OR Vascular Technology Extern (July 2024 – August 2025) - Performed non-invasive vascular exams including carotid duplex and venous insufficiency studies by applying real-time ultrasound imaging techniques, supporting accurate diagnosis and treatment - Conducted over 150 supervised exams throughout the rotation, gaining confidence in a variety of clinical settings - Documented scan results in the EMR system by carefully inputting measurements and observations, maintaining HIPAA compliance and data integrity - Enhanced image quality by adjusting scanning parameters based on patient anatomy, reducing the need for repeat studies - Collaborated with a multidisciplinary team by communicating preliminary findings, improving patient care coordination		
ADDITIONAL WORK EXPERIENCE		
Brew House, Tacoma, WA Barista/Shift Lead (January 2023 – June 2024) - Managed high-volume service by coordinating team workflow and customer orders, contributing to efficient and positive guest experiences - Supported staff training by modeling proper drink prep and service techniques, improving onboarding for 5+ new hires - Responded to customer needs by resolving order issues with professionalism, helping retain repeat customers		
SKILLS		
Ultrasound Modalities: Carotid duplex, lower and upper extremity arterial and venous studies, abdominal aortic aneurysm screening, and segmental pressures Equipment Proficiency: GE and Philips ultrasound systems, transducer selection, Doppler waveform optimization Patient Care: Obtaining patient history, explaining procedures, maintaining comfort and dignity throughout exams		

SKILLS

List your top technical and soft skills. Make sure you are tailoring your skills to the specific job you're applying for.

REQUIRED SECTIONS

CONTACT INFO

The top of your resume should include your name in a larger font (18+ pt). Below your name, using one single line, add your current city and state, phone number, email, and personal LinkedIn URL (if you have one). If you are planning to relocate, you can state 'willing to relocate' on that same line instead of including your current city and state. Street address is not necessary.

Cassandra Rivers		
Portland, OR	cassandra.rivers@gmail.com	503.249.8874

EDUCATION

List education as your first resume section, this will let the reviewer know that you are a recent college graduate which gives them context for the rest of your resume. Include any college(s) attended, completed or in-progress degrees, major and minor, and your GPA if it is a 3.0 or above.

EDUCATION
Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR Bachelor of Science, Vascular Technology (June 2025)

CERTIFICATION AND LISCENSURE

For any certifications or licenses listed, it is important to include the full title of the certification, the governing body that awarded the license or certification, and the date issued or the date of expiration.

CERTIFICATION AND LISCENSURE
Registered Vascular Technologist (RVT) Eligible (Valid through June 2030) Basic Life Support (BLS) Certification, <i>American Heart Association</i> (Valid through September 2026)

SKILLS

The skills section is where you can set yourself apart from other graduates with the same degree by listing both your technical skills as well as your professional (or 'soft') skills. Whatever skills you list, give examples of how you've used those skills in your Experience sections.

SKILLS
Ultrasound Modalities: Carotid duplex, lower and upper extremity arterial and venous studies, abdominal aortic aneurysm screening, and segmental pressures Equipment Proficiency: GE and Philips ultrasound systems, transducer selection, Doppler waveform optimization

EXPERIENCE

Your Experience section(s) should be the most substantial part of your resume and where you invest the most time refining. It should showcase the experiences most relevant to the positions you're pursuing and clearly demonstrate how you applied your skills in real-world settings. Your experiences should be formatted in a reverse chronological order, with your most recent experiences on the top.

EXPERIENCE
St. Mary's Medical Center, Portland, OR Vascular Technology Extern (July 2024 – August 2025) - Performed non-invasive vascular exams including carotid duplex and venous insufficiency studies by applying real-time ultrasound imaging techniques, supporting accurate diagnosis and treatment - Conducted over 150 supervised exams throughout the rotation, gaining confidence in a variety of clinical settings - Documented scan results in the EMR system by carefully inputting measurements and observations, maintaining HIPAA compliance and data integrity

OPTIONAL SECTIONS

If you have several different types of experiences you would like to share that don't align with one another, consider cutting your Experience section into multiple sections such as: Professional Experience, Project Experience, Volunteer Experience, Leadership Experience, Military Experience, Additional Work Experience, etc.

PROFESSIONAL WORK EXPERIENCE

Include jobs, internships, or on-campus employment relevant to your goals. List the job title, organization, location, and dates. Use bullet points to highlight your key accomplishments with strong action verbs, and quantify results when possible.

PROFESSIONAL EXPERIENCE
St. Mary's Medical Center, Portland, OR Vascular Technology Extern (July 2024 – August 2025) • Performed non-invasive vascular exams including carotid duplex and venous insufficiency studies by applying real-time ultrasound imaging techniques, supporting accurate diagnosis and treatment • Conducted over 150 supervised exams throughout the rotation, gaining confidence in a variety of clinical settings • Documented scan results in the EMR system by carefully inputting measurements and observations, maintaining HIPAA compliance and data integrity • Enhanced image quality by adjusting scanning parameters based on patient anatomy, reducing the need for repeat studies

LEADERSHIP EXPERIENCE

Highlight roles where you guided or influenced others, including club leadership positions and leading team projects. Provide the organization, position title, and dates of employment, and describe the positive impact you contributed to the group.

LEADERSHIP EXPERIENCE
Oregon Institute of Technology, Klamath Falls, OR Peer Mentor (September 2022 – June 2023) • Guided a cohort of 8 first-year first-generation students through their transition to college by hosting biweekly check-ins and Q&A sessions • Shared study strategies and campus resources, resulting in a 90% retention rate for mentees into their sophomore year

VOLUNTEER EXPERIENCE

Highlight roles where you contributed to campus events, community organizations, or service projects. Include the organization name, your role, location, and dates. Use bullet points to describe what you did and focus on skills gained (such as communication, teamwork, leadership, or technical abilities) that relate to your future career.

VOLUNTEER EXPERIENCE
American Heart Association Community Health Fair, Portland, OR Volunteer (February 2024) • Performed free blood pressure screenings for over 80 participants, educating attendees on cardiovascular health and risk factors • Distributed educational materials on stroke prevention and healthy lifestyle habits, increasing participant engagement

AWARDS & HONORS

List prestigious scholarships, academic honors, or recognitions from school or employers. Include the award name, the granting organization, and the year awarded. Group multiple honors under one heading for easy reading.

AWARDS & HONORS
Oregon Tech Academic Excellence Scholarship – Awarded December 2024 St. Mary's Clinical Excellence Award – Awarded August 2025 • Awarded to externs who have demonstrated exceptional patient care and teamwork

EXAMPLES OF ACTION VERBS TO USE IN YOUR BULLET POINTS

MANAGEMENT SKILLS

administered	handled
analyzed	improved
assigned	increased
chaired	motivated
contracted	organized
consolidated	oversaw
coordinated	planned
delegated	prioritized
developed	produced
directed	recommended
enhanced	reviewed
evaluated	scheduled
executed	strengthened
hired	supervised

ORGANIZATION SKILLS

arranged	maintained
categorized	monitored
classified	ordered
coded	organized
collected	prepared
compiled	processed
corresponded	provided
distributed	responded
executed	reviewed
filed	scheduled
generated	submitted
implemented	supplied
incorporated	standardized
logged	updated

COMMUNICATION SKILLS

addressed	marketed
arbitrated	mediated
arranged	moderated
authored	motivated
corresponded	negotiated
developed	persuaded
directed	presented
drafted	promoted
enlisted	publicized
formulated	reconciled
influenced	recruited
interpreted	spoke
lectured	translated
listened	wrote

TECHNICAL SKILLS

adapted	operated
assembled	overhauled
built	programmed
calculated	rectified
computed	regulated
constructed	remodeled
converted	repaired
designed	replaced
determined	restored
developed	solved
engineered	specialized
fabricated	standardized
installed	studied
maintained	utilized

RESEARCH SKILLS

clarified	inspected
collected	interpreted
compared	invented
conducted	investigated
critiqued	located
detected	measured
determined	organized
examined	researched
experimented	searched
explored	solved
formulated	summarized
gathered	surveyed
identified	tested

HELPING SKILLS

advocated	encouraged
aided	ensured
answered	expedited
arranged	facilitated
assessed	guided
assisted	intervened
cared for	motivated
clarified	provided
coached	referred
collaborated	presented
contributed	resolved
cooperated	supplied
counseled	supported
diagnosed	volunteered

CREATIVE SKILLS

acted	designed	introduced	performed
combined	formulated	invented	planned
conceptualized	founded	modeled	revised
created	illustrated	modified	revitalized
customized	integrated	originated	shaped

FINANCIAL SKILLS

administered	audited	determined	programmed
adjusted	balanced	estimated	projected
allocated	calculated	forecasted	reconciled
assessed	computed	managed	reduced
appraised	corrected	marketed	researched



POWER STATEMENTS

How to make the most of your resume bullet points.



WHAT ARE POWER STATEMENTS?

Power statements are strong, specific bullet points on your resume that describe **what you did**, **how you did it**, and **what you accomplished**. Instead of just listing tasks, power statements **show your impact** and help employers understand the value you bring.

POWER STATEMENT FORMULA

Performed X + by doing Y + accomplishing Z

X = What you did 📄; Y = How you did it ⚙️; Z = the positive outcome 🏆

FROM BASIC STATEMENT TO POWER STATEMENT

Basic Statement	Intermediate Statement	Power Statement
Performed vascular ultrasound exams.	Performed vascular ultrasound exams including carotid duplex and venous insufficiency studies under supervision.	Conducted 150+ vascular ultrasound exams, including carotid duplex and venous insufficiency studies, by optimizing scan settings and documenting results in EMR, supporting accurate diagnosis and treatment planning.

TIPS FOR WRITING POWER STATEMENTS 💡

- ✓ Start each bullet with a strong action verb (e.g., led, created, collaborated, analyzed)
- ✓ Use numbers or outcomes when possible (even estimates are fine!)
- ✓ Tailor each statement to the job or internship you're applying for
- ✓ Think about skills you developed, not just tasks you completed