

Medical VA Resume Template

Resource Type	Resume Tool	Track	Career Kit
Level	Beginner to Intermediate	Last reviewed	July 2026
Who it is for	Aspiring Medical VAs, healthcare admin learners, patient support applicants, and beginner-to-intermediate career shifters.	When to use it	Use before applying to Medical VA, clinic admin, patient access, scheduling, eligibility, or RCM support roles.

How to use it

Build one truthful master resume, then tailor the summary, skills, bullets, and project section to the target Medical VA role.

Truthful-use reminder

Do not invent healthcare experience, EMR tools, payer names, certifications, volumes, or metrics. Use real experience for work history and label mock practice as practice only.

Editable resume structure

Section	Editable field / guidance
Header	[FULL NAME] [TARGET ROLE] [CITY/COUNTRY] [EMAIL] [PHONE] [LINKEDIN] [PORTFOLIO LINK]
Professional Summary	[TARGET ROLE] with [TRUTHFUL BACKGROUND] in [WORKFLOW/STRENGTH]. Skilled in [SKILL 1], [SKILL 2], and [SKILL 3]. Focused on privacy, accurate documentation, and organized healthcare admin support.
Core Skills	Healthcare admin basics Scheduling support Patient communication Insurance verification awareness Documentation Privacy awareness Excel/Sheets Email/calendar
Experience	[JOB TITLE] - [COMPANY] - [DATES]. Use 3-5 truthful bullets that show task, workflow, action, and result.
Training / Projects	[FICTIONAL PRACTICE PROJECT ONLY]: Mock scheduling tracker, mock eligibility checklist, mock call note, or beginner workflow portfolio.
Education / Certifications	[SCHOOL/TRAINING] - [YEAR]. Add only true certificates or completed training.
Tools	[TOOLS YOU ACTUALLY USED]. If not exact, use general terms such as Google Workspace, spreadsheets, email, phone systems, EMR/EHR awareness.

Sample bullet formulas

- Supported [WORKFLOW] by [ACTION] using [TOOL/SYSTEM], helping [TEAM/CLIENT] keep [PROCESS] organized.
- Documented [CALL/FOLLOW-UP/TASK] with clear status, finding, blocker, and next action.
- Maintained privacy-aware handling of healthcare admin information by using approved systems and avoiding unnecessary data exposure.
- Created mock practice samples for [SCHEDULING/ELIGIBILITY/AR] using fictional data to show workflow understanding.

Fictional/general example only

Fictional example only: Medical VA applicant with customer service background and beginner healthcare admin training. Summary: Detail-oriented virtual assistant with customer support experience, healthcare admin training, and mock practice in scheduling, eligibility checklists, and documentation notes. Focused on organized follow-up, privacy awareness, and clear communication.

Separate real experience from fictional practice

Use this section	What belongs here
Professional Experience	Only real jobs, internships, volunteer work, or paid projects.
Relevant Training / Projects	Courses, practice trackers, mock notes, and fictional workflow samples clearly labeled as practice.
Portfolio	Only mock data, public learning artifacts, and de-identified/general examples.

Common Beginner Mistakes

- Adding skills, tools, certifications, or experience that are not truthful.
- Copying a template without customizing it to the target role.
- Making income, job guarantee, or client-result claims.
- Sharing confidential employer, client, or patient information in a portfolio.
- Forgetting to proofread before sending an application or outreach message.

Safe Practice Reminder

Use mock examples, public job-post language, and your own truthful career information only. Keep real patient, clinic, payer, account, and login details out of practice files.

No-PHI Practice Reminder

Do not use or enter real patient names, dates of birth, insurance IDs, member IDs, claim numbers, medical record numbers, addresses, phone numbers, diagnoses, treatment details, login details, or protected health information. Use fictional data only when practicing.

Educational Use Only

This resource is for beginner-friendly healthcare admin education only. It is not medical advice, legal advice, coding certification, payer-specific billing authority, a replacement for employer training, or a guarantee of employment. Always verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Source/review note

This resource is for educational and business-planning use only. It does not guarantee employment, client acquisition, income, or contract approval. Keep all claims truthful and verify privacy, business, email, and client-contract requirements before use.

Recommended Next Step

After completing this resource, review the Application Tracker and Interview Q&A Starter Sheet so your career materials stay organized and truthful.