

medical coding resume examples

medical coding resume examples serve as essential guides for professionals aiming to craft compelling resumes that highlight their expertise and experience in the healthcare industry. These examples provide valuable insight into the structure, language, and keywords that can optimize a resume for applicant tracking systems (ATS) and human recruiters alike. Understanding how to effectively present skills such as ICD-10 coding, CPT coding, and knowledge of healthcare regulations can significantly enhance a candidate's job prospects. This article explores various components of a successful medical coding resume, including formatting tips, key sections to include, and sample phrases to boost keyword optimization. Additionally, it discusses the importance of certifications and continuing education in making a resume stand out. Whether you are new to medical coding or seeking to advance your career, these examples and guidelines will help you develop a professional resume that captures the attention of employers in the healthcare sector.

- Key Components of a Medical Coding Resume
- Effective Resume Formats for Medical Coders
- Highlighting Skills and Certifications
- Work Experience Examples for Medical Coding Resumes
- Common Keywords and Phrases to Include
- Tips for Optimizing Your Medical Coding Resume

Key Components of a Medical Coding Resume

A well-organized medical coding resume includes several critical components that collectively showcase a candidate's qualifications and suitability for the role. Understanding these elements ensures that the resume is comprehensive and appealing to both ATS software and hiring managers.

Contact Information and Professional Summary

The resume should begin with clear contact information, including name, phone number, email address, and optionally, a LinkedIn profile. Following this, a professional summary or objective statement briefly describes the candidate's experience, coding specialties, and career goals. This section sets the tone and immediately communicates the applicant's value proposition.

Education and Certifications

Education credentials, such as a degree in health information management or a related field, should be listed alongside any industry certifications. Certifications like Certified Professional Coder (CPC),

Certified Coding Specialist (CCS), or Certified Inpatient Coder (CIC) are vital credentials that demonstrate proficiency and commitment to the profession.

Technical Skills and Competencies

This section lists relevant skills including knowledge of ICD-10, CPT, HCPCS coding systems, proficiency in electronic health record (EHR) software, and familiarity with compliance regulations such as HIPAA. Highlighting technical competencies ensures the resume aligns with job descriptions and ATS criteria.

Professional Experience

Detailed descriptions of previous medical coding roles form the core of the resume. This section should emphasize responsibilities, achievements, and quantifiable results, such as improving coding accuracy or reducing claim denials.

Additional Sections

Optional sections may include professional affiliations, continuing education courses, volunteer work, or language skills. These elements can further strengthen a candidate's profile and demonstrate ongoing industry engagement.

Effective Resume Formats for Medical Coders

Choosing the right resume format is crucial for presenting information clearly and efficiently. The format should highlight strengths and ensure key information is easily accessible to recruiters and ATS algorithms.

Chronological Format

The chronological format lists work experience in reverse chronological order, emphasizing career progression and stability. It is ideal for medical coders with consistent employment history and clear advancement within the field.

Functional Format

This format focuses on skills and competencies rather than work history. It suits candidates with employment gaps, career changers, or those entering the field with strong technical skills but limited experience.

Combination Format

A combination resume merges elements of both chronological and functional formats, showcasing relevant skills upfront while still providing detailed work history. This format is effective for medical coders with diverse experience and strong technical expertise.

Highlighting Skills and Certifications

Medical coding resumes must prominently feature industry-specific skills and certifications to demonstrate competence and credibility. These elements are often decisive factors in the hiring process.

Essential Medical Coding Skills

- Proficiency in ICD-10, CPT, and HCPCS coding systems
- Knowledge of medical terminology and anatomy
- Experience with electronic health record (EHR) software
- Understanding of healthcare reimbursement methodologies
- Compliance with HIPAA and other regulatory standards

Key Certifications to Include

Certifications not only enhance a resume's credibility but also often serve as minimum requirements for many employers. Common certifications to list include:

- Certified Professional Coder (CPC)
- Certified Coding Specialist (CCS)
- Certified Inpatient Coder (CIC)
- Certified Outpatient Coder (COC)
- Registered Health Information Technician (RHIT)

Work Experience Examples for Medical Coding Resumes

Documenting relevant work experience with clear examples helps demonstrate practical expertise and accomplishments. Specificity and quantifiable achievements strengthen this section.

Sample Experience Entry

Medical Coder | XYZ Healthcare Facility | June 2019 - Present

Responsible for accurate coding of inpatient and outpatient medical records using ICD-10 and CPT coding systems. Collaborated with billing and clinical teams to resolve coding discrepancies, achieving a 15% reduction in claim denials. Maintained compliance with HIPAA regulations and participated in ongoing training to stay current with coding updates.

Emphasizing Achievements

Including measurable results such as improved coding accuracy, reduced claim errors, or faster claims processing times can significantly enhance the impact of work experience descriptions.

Common Keywords and Phrases to Include

Incorporating industry-relevant keywords is essential to optimize a medical coding resume for ATS and recruiter searches. Using appropriate terminology also reflects familiarity with the profession and its requirements.

Examples of Effective Keywords

- ICD-10 Coding
- CPT Coding
- Medical Billing
- Healthcare Compliance
- Electronic Health Records (EHR)
- Claims Processing
- Audit and Quality Assurance
- Patient Data Management

- HIPAA Regulations

Tips for Optimizing Your Medical Coding Resume

To maximize the effectiveness of a medical coding resume, attention to detail, clarity, and relevance are paramount. Small adjustments can greatly improve the likelihood of securing interviews.

Customize for Each Job Application

Tailor your resume to align with the specific job description by incorporating relevant keywords and emphasizing the most applicable skills and experiences.

Use Action-Oriented Language

Employ strong action verbs such as “analyzed,” “coded,” “audited,” and “collaborated” to describe responsibilities and achievements dynamically.

Maintain Clear Formatting

Use bullet points for easy readability, consistent font styles and sizes, and sufficient white space to create a professional and accessible document.

Proofread Thoroughly

Ensure the resume is free of grammatical errors, typos, and inconsistencies, which can undermine professionalism and attention to detail.

Frequently Asked Questions

What are the key sections to include in a medical coding resume?

A medical coding resume should include contact information, a professional summary, certifications, relevant skills, work experience, education, and any additional training or professional affiliations.

How can I highlight my certifications on a medical coding resume?

List your certifications prominently near the top of your resume, including the certification name,

issuing organization, and date obtained. Examples include CPC, CCS, or CCA certifications.

What keywords should I use in a medical coding resume to pass applicant tracking systems (ATS)?

Use keywords like ICD-10, CPT, HCPCS, medical coding, billing, compliance, HIPAA, revenue cycle management, medical terminology, and specific coding software names to improve ATS compatibility.

Should I include work experience if I'm a medical coding entry-level applicant?

Yes, include any relevant internships, volunteer work, or related healthcare experience. Emphasize your coding skills, certifications, and familiarity with coding systems to demonstrate your readiness.

How do I demonstrate my attention to detail in a medical coding resume?

Highlight specific examples in your work experience or skills section where accuracy and attention to detail were critical, such as correctly coding medical records or identifying discrepancies in billing.

Can I use a functional resume format for medical coding jobs?

Yes, a functional resume can be useful if you're changing careers or have gaps in employment. Focus on skills and certifications relevant to medical coding rather than chronological work history.

What is a good professional summary example for a medical coding resume?

"Certified medical coder with 3+ years of experience in accurate ICD-10 and CPT coding, skilled in billing software and compliance with HIPAA regulations. Detail-oriented and committed to ensuring precise medical documentation to optimize reimbursement."

How important is it to tailor a medical coding resume for each job application?

It's very important. Tailoring your resume to the specific job description by emphasizing relevant skills, certifications, and experiences increases your chances of being noticed by recruiters and passing ATS filters.

Should I include soft skills on a medical coding resume?

Yes, including soft skills like communication, problem-solving, time management, and confidentiality can complement your technical skills and show you're a well-rounded candidate.

Are there any resume examples or templates specific to medical coding available online?

Yes, many websites like Indeed, Zety, and Resume Genius offer medical coding resume examples and templates designed to highlight relevant skills and certifications effectively.

Additional Resources

1. *Medical Coding Resume Success: Crafting the Perfect CV for Healthcare Professionals*

This book provides a comprehensive guide to building an effective medical coding resume. It includes sample resumes, tips on highlighting relevant skills, and advice on tailoring your resume for specific healthcare job opportunities. Readers will learn how to present their coding certifications and experience to stand out in a competitive job market.

2. *Resume Writing for Medical Coders: Strategies to Land Your Dream Job*

Focused specifically on medical coding professionals, this book covers resume structure, keyword optimization, and how to showcase clinical knowledge and coding expertise. It offers detailed examples of resumes for various levels, from entry-level coders to experienced professionals. The guide also discusses common pitfalls and how to avoid them.

3. *Healthcare Resume Guide: Medical Coding and Billing Edition*

A practical resource for medical coders and billers, this guide delves into the nuances of healthcare resumes. It emphasizes the importance of certifications like CPC and CCS, and teaches how to align your resume with job descriptions. Sample resumes and cover letters help readers craft compelling applications.

4. *Mastering Medical Coding Resumes: Examples and Templates for Career Advancement*

This book provides a step-by-step approach to creating resumes that effectively highlight coding skills, experience, and accomplishments. It includes multiple resume templates tailored for different coding specialties and career stages. Readers will gain insights into how to quantify achievements and use action verbs for impact.

5. *The Medical Coding Job Search Handbook: Resume and Interview Tips*

Beyond resume writing, this handbook offers advice on preparing for medical coding job interviews and networking within the healthcare industry. It includes sample resumes that demonstrate best practices for presenting coding education and work history. The book also discusses how to handle career gaps and transitions.

6. *Winning Medical Coding Resumes: A Guide to Showcasing Your Skills*

Designed to help coders make a strong first impression, this book outlines how to build resumes that highlight technical proficiencies and compliance knowledge. It features real-world examples and tips for incorporating industry-specific terminology. The guide also explains how to customize resumes for different healthcare employers.

7. *Effective Resume Writing for Medical Coders and Health Information Specialists*

This title addresses both medical coders and related health information roles, focusing on how to create resumes that emphasize coding accuracy and data management skills. Readers will find advice on formatting, keyword integration, and showcasing continuing education. The book includes annotated resume samples for clarity.

8. *Medical Coding Career Essentials: Resume and Cover Letter Examples*

This resource offers practical examples of resumes and cover letters tailored for medical coding professionals at various career levels. It highlights the importance of certifications, relevant software skills, and coding experience. The book also provides guidance on writing objective statements and professional summaries.

9. *The Complete Guide to Medical Coding Resumes and Career Development*

A comprehensive manual covering resume writing, career planning, and professional growth for medical coders. It includes diverse resume samples, advice on building a professional online presence, and tips for continuing education. This guide is ideal for coders seeking to advance their careers and adapt to industry changes.

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medical coding resume examples: *Mastering Medical Coding - E-Book* Marsha Diamond, 2006-06-02 Expansion of ICD-9-CM information. - Sample patient charts include explanatory notes. - A simulated medical practice (identified as Godfrey Regional) lets you study in a real-world scenario. - Key Terms lists highlight the most important vocabulary and content. - More exercises!

medical coding resume examples: *Ahima ccs certified coding specialist exam prep 2025-2026* Elliot Spencer, 2025-07-25 The truth is, preparing for the AHIMA CCS (Certified Coding Specialist) Exam is no easy feat. It's one of the most challenging and competitive coding certifications in the healthcare industry. You need more than just surface-level knowledge—you need total mastery of inpatient and outpatient coding, real-world application, regulatory compliance, and the ability to think like a professional coder under pressure. This is exactly why "AHIMA CCS Certified Coding Specialist Exam Prep 2025-2026" by Elliot Spencer was created—to give you the edge you need to succeed. More than just a study guide, this powerful resource is your personal roadmap to certification success. Packed with over 700+ high-quality, exam-style practice questions, this guide challenges your knowledge, sharpens your skills, and prepares you for the format and rigor of the real exam. Each question is paired with clear, detailed explanations so you not only know the right answer—but why it's right. Are you overwhelmed by the thought of passing the AHIMA CCS exam? Wondering how to master thousands of complex coding guidelines, rules, and scenarios without burning out—or worse, failing? You're not alone. Every day, aspiring Certified Coding Specialists just like you are asking: How do I actually prepare for the CCS exam with confidence? What's the most effective way to study ICD-10-CM, ICD-10-PCS, CPT, and HCPCS coding without getting lost in the details? The truth is, preparing for the AHIMA CCS (Certified Coding Specialist) Exam is no easy feat. It's one of the most challenging and competitive coding certifications in the healthcare industry. You need more than just surface-level knowledge—you need total mastery of inpatient and outpatient coding, real-world application, regulatory compliance, and the ability to think like a professional coder under pressure. This is exactly why "AHIMA CCS Certified Coding Specialist Exam Prep 2025-2026" by Elliot Spencer was created—to give you the edge you need to succeed. More than just a study guide, this powerful resource is your personal roadmap to certification success. Packed with over 700+ high-quality, exam-style practice questions, this guide challenges

your knowledge, sharpens your skills, and prepares you for the format and rigor of the real exam. Each question is paired with clear, detailed explanations so you not only know the right answer—but why it's right. Updated for the 2025–2026 testing cycle, this all-in-one prep solution is aligned with the latest ICD-10-CM/PCS, CPT, HCPCS, HIPAA guidelines, reimbursement methodologies, coding compliance, and clinical documentation improvement standards. Whether you're just starting your journey or retaking the CCS exam, this book is designed to support self-paced learning, exam simulation, and real-world readiness—so you walk into the testing center fully confident, not guessing. Written in plain language by a seasoned coding expert, this guide breaks down complex topics into understandable terms, helping you study smarter, retain more, and apply knowledge like a true CCS. If you're a medical coder, health information technician, or HIM student aiming for CCS certification, this book is the most relevant and trusted tool you'll find. Stop wasting time on outdated materials and random internet searches. Get the proven strategies, expert insights, and targeted practice you need—all in one powerful guide. The path to becoming a Certified Coding Specialist starts here. Don't just study—prepare to win. Order your copy today and take the first confident step toward CCS certification success. Translator: Nicolle Raven PUBLISHER: TEKTIME

medical coding resume examples: Guide to Medical Billing and Coding Inc Idc

Publishing, 2007 Medical billing is one of the fastest-growing employment opportunities in the United States today. Insurance companies, medical offices, hospitals and other health care providers are in great need of trained personnel to create medical claims. This book will ensure learning the skills necessary to become a successful medical claims biller. It is presented in a comprehensive, yet user friendly way, following a logical learning format beginning with a broad base of information and then, step by step, following the course for creation of a medical claim. This book teaches the skills necessary to become a well-rounded medical biller. By completing this course of study with a satisfactory grade, the user will be granted a certificate and can have the opportunity to work towards an Honors Certificate, which is even more valuable to a potential employer.

medical coding resume examples: America's Professional Highlight Resume Book Allen

Phillip Alexandre, 2020-10-16 The world seems to revolve around work whether it's to fulfill happiness, feed a family, meet career goals or travel around the world. Jobs are here to test our limits, and here for us to blast through barriers of finances, health and for some, overcoming depression. The belief that a job is essential, and good for the soul is quite vivid, serving one another to build an empire as we all call it, the World. Many people from different backgrounds experience work in multiple ways whether they are regular 9 to 5 consistent workers, business owners, students, incarcerated (pre, post or present), gaps in history, job transitioning, councilman and even NEVER WORKED. America's Professional Highlight Resume Book is tailored to meet all listed personnel needs, increasing interview as well as job attainment opportunities. If you are looking for a resume that will help you reach your career potential, you have chosen the right book! This book will focus on providing informative detailed information on each section of a resume being: Header, Professional Summary, Qualifications, Work Experience, Education and Skill sets to meet employer satisfaction and build self confidence within.

medical coding resume examples: Career Development for Health Professionals Lee Haroun,

2015-07-28 Master the skills you need to succeed in the classroom and as a health care professional! Filled with tips and strategies, Career Development for Health Professionals, 4th Edition provides the skills required to achieve four important goals: 1) complete your educational program, 2) think like a health care professional, 3) find the right jobs, and 4) attain long-term career success. This edition includes a new chapter on professionalism and online activities challenging you to apply what you've learned. Written by respected educator Lee Haroun, this practical resource helps you maximize your potential and grow into a competent, caring, well-rounded member of the health care team. - Self-paced format with interactive exercises, stop-and-think review, and end-of-chapter quizzes allows you to work through the text independently. - Conversational, easy-to-read style helps you understand concepts and skills by delivering information in small, easily absorbed chunks. - Chapter objectives and key terms at the beginning of each chapter preview the material to be

learned while reading the chapter. - UPDATED on-the-job strategies and Success Tips focus on professional certification exams, the use of social media, general job requirements, online classroom learning, employment laws, and necessary skills and National Health Care Skill Standards. - Prescriptions for Success and Resume Building Blocks emphasize the importance of a resume and how it is a 'work in progress' from the first day of a student's education. Prescription for Success exercises let you apply what you've learned to on-the-job situations. - Useful Spanish Phrases appendix provides a quick reference for translations that will prove valuable in today's workplace. - Student resources on the Evolve companion website include activities providing a chance to use critical thinking skills and apply content to health care jobs. - NEW Becoming a Professional chapter defines professionalism as it relates to health care occupations, emphasizes its importance, and presents examples of professionals in action. - NEW! Full-color photos and illustrations bring concepts and health care skills to life. - NEW case studies offer a real-life look into school, job-search, and on-the-job situations. - NEW study and job-search strategies explain how to study for classes, job applications, resumes and resume trends, guidelines to preparing different types of resumes (print, scannable, plain text, and e-mail versions), protecting against job scams, online job searching, and preparing for the job interview. - NEW reference chart on the inside front cover provides an outline to the book's content, making it easy to find the information you need.

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generation. New print form output for CMS-1500, ADA-J400, and UB-04 so you can output a paper claim form for submission. Unit exams are automatically graded and the results are stored in the instructor gradebook, tracking performance in instructor-led courses. (The gradebook must be set up on Evolve or the school's learning management system.) Reports can be coded with ICD-10, ICD-9, or both, and ICD-10 and ICD-9 answers are provided for every report, giving educators and self-study learners flexibility while adjusting to the ICD transition. Simulation and practice instructions provided with each assignment to support the experience of a real medical office setting with an electronic workflow - and help you complete assignments.

medical coding resume examples: Job Readiness for Health Professionals - E-Book

Elsevier Inc, 2023-11-15 Master the soft skills you need to succeed as a healthcare professional! A guide to personal behaviors, Job Readiness for Health Professionals, 4th Edition covers 48 different soft skills, including effective communication, collaborating with colleagues, time management, and searching for and applying for jobs. Engaging, hands-on exercises help you apply these skills in a variety of circumstances and practice settings. Easy to read and easy to follow, this book describes the proven strategies and practices that will help you find your first healthcare job and advance in your career. - Guidelines to building a professional portfolio include checklists, a certificate, mock interviews, and ways to keep resumes up to date, all helping you create an effective tool demonstrating job readiness and advancement. - Critical-thinking and problem-solving skills prepare you to analyze and handle situations, to better manage conflict and to quickly and effectively adapt to changes. - Case studies show how specific soft skills are related to the challenges and issues of the healthcare profession. - Work-text format includes journaling and self-reflection activities, providing opportunities to practice and apply skills. - Learning objectives for each chapter provide measurable outcomes for you to achieve. - Logical organization of topics begins with self-management and interpersonal skills, and moves on to communication skills, career building skills, and finally planning and advancing a career. - Storytelling approach uses vignettes and realistic scenarios to make the content more personal and relatable. - NEW! Preparing for the Externship chapter is added to this edition. - NEW job readiness content includes up-to-date information on the use of social media, as well as certifications and registrations for healthcare professionals, mentoring, work-life balance, and continuing education. - NEW! Updated content on diversity, equality, and inclusion is also added to this edition. - NEW What If? scenarios and case studies are added.

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E-Book Julie Pepper, 2023-07-19 Get realistic, hands-on practice with performing EHR tasks! Combining a print textbook with online SimChart for the Medical Office software, The Electronic Health Record for the Physician's Office, 4th Edition uses real-world examples and screenshots to walk you through each EHR task. Clear, step-by-step guidelines simplify the exercises in each simulation, so you master all the EHR skills required of a medical office professional. You'll learn how to use EHR in patient care and reimbursement as you perform tasks in administrative use, clinical care, and coding and billing. Written by Medical Assisting educator Julie Pepper, this manual also helps you prepare for success on the Certified Electronic Health Records Specialist (CEHRS) examination - UNIQUE! Integration with SimChart for the Medical Office (SCMO), Elsevier's educational EHR (sold separately), makes it easier to learn and apply EHR fundamentals. - EHR Exercises with step-by-step instructions reinforce key concepts and allow practice with actual software, increasing in difficulty based on the knowledge gained. - Critical Thinking Exercises provide thought-provoking questions to enhance learning and problem-solving skills. - Chapter Review Activities allow you to assess your knowledge of the material, with activities such as a review of key terms, matching and true/false questions, and additional opportunities for software practice. - Review of Paper-Based Office Procedures describes how tasks are completed when the healthcare facility is using paper-based procedures instead of electronic. - Trends and Applications provide real-life examples of how EHR systems are being used to improve health care. - Application exercises in the appendix include front office, clinical care, and coding and billing, allowing you to practice

skills before tackling graded SCMO exercises. - Student resources on the Evolve website include a custom test generator to allow CEHRS exam practice or simulation. - NEW! Content is aligned to the latest blueprint for the Certified Electronic Health Records Specialist (CEHRS) exam. - NEW! Updated coverage includes data validation and reconciliation, patient portals, EHR training, IT troubleshooting techniques, common documentation errors, reimbursement systems and processes, authorizations, federal guidelines and escalation procedures, and reporting. - NEW! Screenshots demonstrate EHR applications within SimChart for the Medical Office.

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medical coding resume examples: From First Job to Leadership Aparajita Sudarshan, 2025-02-13 AI-Powered Resume Mastery: The Ultimate Guide to Landing Interviews Struggling to get interview calls despite being the perfect fit? Navigating today's job market can feel like an endless maze of rejection emails, ATS filters, and overpriced platforms. But what if you had the ultimate blueprint to craft resumes that pass the toughest tests and grab recruiters' attention? In AI-Powered Resume Mastery, Aparajita Sudarshan—a seasoned professional with over 17 years of

global experience—shares the secrets she uncovered through extensive research and personal trial and error. This book doesn't promise a job but equips you with the tools to confidently build ATS-compliant resumes, master AI prompts, and tailor your applications to secure interviews. Packed with actionable tips, practical examples, and insider strategies, this guide teaches you how to leverage AI and human creativity to stand out in a competitive job market. Whether you're just starting or have been struggling for months, this book will empower you to take charge of your career and turn rejection into opportunity. Your next interview is just a chapter away—are you ready to transform your job search?

medical coding resume examples: *Insurance Handbook for the Medical Office* Marilyn Takahashi Fordney, 2004 A bestseller for over 25 years, this text helps users excel at all aspects of insurance billing: submitting, tracing, appealing, and transmitting claims. Its comprehensive coverage also includes important information on diagnostic coding, procedural coding, office and insurance collection strategies, Medicare, Managed Care, and more. This edition has been reviewed by industry experts and carefully updated to reflect recent changes in the industry - including the addition of special HIPAA Compliance Alerts throughout the book to help users comply with important governmental privacy regulations. Instructor resources are available; please contact your Elsevier sales representative for details. Icons help students identify each insurance payer with a specific color and graphic, making the learning process more effective. Emphasizes procedural (CPT and HCPCS) and diagnostic (ICD-9-CM) coding and documentation since they are the keystones to obtaining maximum reimbursement. Block-by-block teaching approach organized by payer category for the CMS-1500 claim form facilitates understanding, effective learning, and greater productivity. Detailed examples and samples of completed insurance forms help students see how knowledge is applied in the real world. Accompanying CD-ROM of practice software bound in the back of the book features the CMS-1500 claim form and 10 scored patient case studies with related insurance information to simulate real-life situations. Updated to reflect recent changes in the industry. Special sections highlight areas pertinent to HIPAA regulations.

medical coding resume examples: *How to Survive and Maybe Even Love Health Professions School* Arlene M Muller, 2011-09-15 The author's simple, clear, and direct approach goes beyond normal classroom skills. It's your constant companion, from your first day at school through graduation to your first job. You'll find a wealth of ideas and tips to help you solve the real-life issues you'll face as a student and a professional. You'll even learn techniques and strategies for finding and landing that first job.

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