

Tips for Writing a Resumé

This article can serve as advice to those writing resumé for medical physics job or residency applications. Note that if you are applying for a residency, postdoc, or academic job, a CV may be more appropriate than a resumé. There is great advice on the AAPM website about [writing resumes \(click here\)](#).

What do all resúmes have in common?

- Format
 - Do not use more than two different fonts (You may use different sizes, bold, and italics of those one or two fonts)
 - Do use bold and/or larger lettering for section titles
- Your **NAME** and contact information at the top
 - Include address, telephone number, e-mail address, and optional professional link to your website or LinkedIn
 - If you may be moving before this resumé will be reviewed, be sure to include both addresses or a permanent address
 - Use a professional-sounding e-mail username, like your name
- Your professional goal in seeking this job comes next
 - Two or three sentences
 - This may need to be tailored for each application
 - This should explain why you are the best candidate for this job
- Your experience supporting that goal
 - List these very briefly, one or two lines per item
 - Include publications, posters, and presentations for local, regional, and national audiences
 - Put your own name in **bold**, so it's easy to recognize whether you were the first or last author
 - List specific equipment with which you have experience with
 - For early career professionals, it's fine to list projects and presentations you did in classes or residency or postdoc that are relevant
- Usually one or two pages, no more
 - Does the ad request a resumé or a CV?
 - If you are not listing references, state on the resumé that references are available upon request
 - If you are listing references with their contact information, that can be on a separate page
 - For industry, it may be more appropriate to create a very short resume by summarizing how many publications you have, how many grants you have (with the amount of money)
- Second page needs to have your name on it (header or footer)

What's different about a resumé for medical physics?

- You might be writing several resumés, separate ones for primarily clinical, primarily academic (though see the article on CVs), primarily regulatory, and primarily industry
 - The major difference among these will be your professional goal
- Lead with your education and training that's relevant to the job you're applying for
 - Include a statement of where you are in the board certification process
 - Specify that you have passed or have been accepted to take Part I, if either is true
 - Explicitly state which parts of which board exams you have passed; do not state the negative
 - Include your residency and any relevant postdoc in this section
- Next, list any additional medical physics experience you have
 - Include volunteer activities, if applicable
- List any specific skills you have that may be relevant to the job (use specific names of software you've used)
 - Statistics
 - Monte Carlo
 - Computer programming language
 - Numerical computing environment

What makes a good resumé?

- Easy to read, quick to find relevant information, visually pleasing
- Use words in your resumé that the ad specifically asked for (examples from jobs currently on AAPM's Career Services)
 - Board certified
 - GEANT4
 - C++
 - Independent
 - Responsible
 - Available
 - Teaching
 - Mentoring
 - Radiation safety
 - Translational research
 - Regulatory requirements
 - Quality assurance program
 - Attention to detail and to clarity
 - Ability to interact with all levels of staff
 - Excellent verbal and written communication skills
 - Ability to build and sustain collegial working relationships
- Know your audience, and whether they'll understand acronyms and abbreviations
- Articulate what you did independently and in what ways you were a leader
- Articulate what you did as part of a group, and how the project benefited from you as well as from others
- What makes you different from other candidates?

- Does it communicate who you are and what your interests are?
- Proofread - check your spelling and ask someone else to proofread for you, too

What should your resumé avoid?

- ***Do not lie***
- Do not pad
- Do not include too much detail
- Do not leave any doubt about your board exam status
- Do not use fonts that are too small to read easily (10 point minimum)
- Do not use font colors that are too light to read easily (if you like light colors, consider appropriate highlighting)
- Do not use fonts that are unprofessional (*Comic Sans*) or difficult to read (*Zapfino*)
 - If you're submitting a paper resume, a Serif font is best
 - If you're submitting online, any font you like is fine (you don't know if it will be read electronically or printed out)
- Do not use margins that are narrower than 0.5 inches