

## Notes on the bad resume

- Poor choice of email address listed
  - Personal email is OK
  - Use (or create) an account that uses some or all of your real name; add numbers or keywords if needed to create a unique name but stick to neutral or “professional sounding” keywords
  - Do not include names, words, terms, etc. related to non-professional hobbies or activities, pets’ names, nicknames, online gaming handles, chat room screen names, etc.
  - It is a good idea to keep a “personal work” account for job applications and other professional matters and a “personal personal” account for truly personal communications with family and friends, hobbies, etc.
- Education should be listed in reverse chronological order with most recent degrees first
- For an experienced candidate who has already held more than one career position, and/or has been out of school more than about four years, it is not appropriate to include GPA
- Formatting of undergraduate and graduate degree information should be consistent, e.g., institution, city and state, name of degree, department or program, year, then other specific/pertinent information such as degree honors and thesis/dissertation title.
- Certification and licensure should include the year of certification/licensure and the correct/proper name of the certificate
  - ABR should include the specialty e.g. “Therapeutic Medical Physics”
  - Do not refer to state-issued registrations, certifications, or accreditations as “licenses” if they are not (e.g. Kentucky, Ohio). Also, include the correct and specific title issued by the state in question such as “Qualified Expert” or “Certified Radiation Expert.”
  - Include the year issued and the expiration date if applicable
  - Include your license number or certificate number in case the prospective employer wishes to verify your status or is required to obtain primary source verification prior to hire
  - Include the contact information for each certifying board, licensing/registering authority, etc. in your References to aid the employer in verifying your credentials if they desire.
- Professional experience:
  - Should be written with consistent formatting and style. Do not mix first-person statements (“I did X”) with third-person (“This person did Y”) – either is fine, choose a style and keep consistent.
  - Group skills together and be as specific as appropriate – include equipment, techniques, and procedures and the level of proficiency you have (e.g. perform with supervision, perform independently, train and supervise others). It is OK to use common medical physics terminology here – it is not considered excessive use of jargon if it accurately and adequately describes what you can do and what you did.

- Appropriate balance when describing soft skills. It is not valuable to tell a prospective employer that you are a “team player.” Include specific examples of successful team projects in which you participated (or led) that demonstrate this.
- Don’t use jargon to describe your motivations or soft skills. This includes terms like “progressive,” “passionate,” “dynamic.” Do not claim to have “extensive” experience in something you have observed once or twice.
- Professional society membership: this probably does not warrant a whole section if you only belong to one organization. If this is the case, consider adding this to your Summary, e.g., “I have been an active full member of the AAPM since 1996.”
- Professional service:
  - Indicate whether you are a member, guest, chair, etc. for each position or appointment
  - Indicate dates of service/membership for each position or appointment
  - Guest appointments should be listed if they are official/formal (i.e. included in the committee directory). Do not list bodies whose meetings you attend as a “guest” if you do not have an official role.