

## Established Career – Simple Formatting

- Make your name stand out with a different font choice from the rest of the resume
  - Bold, Center, bigger font, you want your name quickly recognizable on the CV
- Decide on a method of identifying the sections, and stick to it throughout for a consistent style.
  - Bold, +1 font size
  - Use indentation to your advantage
  - Use whitespace to keep sections together
- Throughout each section, Chronology **must** be observed
  - Always have most recent event on top
- When using a simple style, consistency is Key
  - If you use italics to denote dates, stick with it throughout
- Use bold, italics, and bold+italics to vary how you present information even in the same line
- Avoid over-use of underline
  - Underline can overemphasize routine formatting
  - By the same token, it can be used to emphasize something you want to highlight as paramount to a given experience
- Citations in your publications and Presentations should match the citation style of the Journal of Medical Physics.
  - Open up the latest journal copy, and just make your citations look like the ones in the book. One simple step gives your CV the same look as what is professionally expected of a medical physicist.
  - One acceptable deviation from this is to bold your name, especially if you are not the primary author.
    - One counter to this proposal is “why are you listing this paper in your CV if you aren’t an author!” So take your pick.
- For Fancy Styling
  - I’ve added horizontal lines to break up sections.
  - I’ve also utilized different fonts and font sizes to denote section changes
  - I’ve started emphasizing the names of the various software packages I’ve worked with. This gives the viewer a quick look at what you are capable of working with right in the door without training.
  - Personal Preference: Using Bulleted lists to emphasize the accomplishments at each center
  - For the fancy styling, I also recommend choosing an aspect of each service project that you are proud of, so the reader gains insight into why you volunteered.