

**Heading:**

1. Place the name in a larger bold font. Make it obvious who you are.
2. Show them where you are in the board process
3. Address and email needs to be available, but not a focal piece. Allow it to blend away from the name.

**Statement of Purpose:**

1. I don't like it, and won't use it. On my personal resume between the heading and the education section I type "Medical Physicist". The reader is immediately drawn to the name and the position.
2. I'm not opposed to a statement of purpose when I see one. However, make it relevant, and something that isn't in your experience section.

Separate the sections with a line. Without separation placed in the resume the reader is drawn to the entire page. This can be overwhelming. "Where do I start"? Create a "flow" from top to bottom. Feed the reader the pie piece by piece. Don't try to cram the entire pie into their mouth all at once. It's messy.

**Education:**

1. Keep it simple. Where and when.
2. If you have a lot of experience; I argue that you could place education towards the bottom of the resume.

**Employment:**

1. Again, create a flow. Where and when, followed by a description of duties/equipment.
2. Bullet points. All employers have certain technologies or special procedures at their clinic. Don't make them hunt for these
3. Bold face the important pieces of information in the first couple of words for each bullet.
4. When viewing the resume as a whole the reader sees the name, point in ABR cycle, and specialties.
5. Put the most important points at the top. A accelerator commissioning bullet should be higher than a chart check/second check bullet.
6. If a center where applying is looking for SRS experience, then rearrange your bullets to tailor towards the employer.

7. The bullet points are for quick details. No need to write full sentences, but avoid cryptography.

#### **Professional Services:**

1. List them! Being a guest on a committee still shows an attempt to better ones' self and the community. It shows that a candidate strives to go above and beyond the necessary.

#### **Additional Training:**

1. This could be placed in a bullet point, but I think that special training courses deserve their own section.
2. This can also be used to add a little meat to a resume

#### **Professional Organizations:**

1. I think this is important to show that you are concerned about your career, and your field.
2. However, being a part of the main professional organization may be assumed.
3. Again, use it to add a little meat if necessary

#### **Pages:**

1. This is a big source of debate
2. Don't shrink the font to get it all on one page. If the reader has to squint to see it, then it's too small. I recommend no smaller than 10 fonts. The smallest font will generally be used for dates and less important material.
3. Don't put two or three lines on a second page. Get more creative to fill at least half the second page, or remove some fluff to get it onto a single page.
4. Pick two to three fonts and stick with them. Use fonts to tastefully draw the eye towards some things and away from others. This allows the user to not overdo using "bold" on everything. Too much "bold" is distracting.