



ATS Resume Checklist



Format & File Type

- Save as .docx or PDF (only if job posting says PDFs are accepted).
- Standard margins (0.5–1 inch).
- Use a clean, simple layout – no text boxes, columns, headers/footers for critical info.



Fonts & Readability

- Use common fonts: Arial, Calibri, Times New Roman, Verdana, Helvetica.
- Font size: 10–12 pt for body text, 14–16 pt for section headings.
- Avoid symbols, graphics, or decorative fonts.



Section Organization

- List experience in reverse chronological order.
- Place contact info at the top (name, phone, email, city/state, LinkedIn).
- Include clear section headers: Summary / Skills / Experience / Education / Certifications.



Keywords & Tailoring

- Integrate keywords naturally – avoid keyword stuffing.
- Match keywords from the job posting exactly (skills, software, job titles).
- Use both full phrases and abbreviations (e.g., “Search Engine Optimization (SEO)”).



Content Structure

- Avoid generic terms like “hard worker” – be specific.
- Use bullet points starting with strong action verbs.
- Quantify results where possible (e.g., “Increased sales by 25%”).



Dates & Job Titles

- Write full job titles (no abbreviations).
- Format dates consistently (e.g., Jan 2020 – Jun 2023).
- Include employer name, city/state, and a short description if not well-known.



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Technical Details

- Avoid images, tables, or graphics for important information.
- Spell out acronyms at least once (e.g., "Applicant Tracking System (ATS)").
- Don't put important text in headers, footers, or sidebars – ATS may skip them.



Proof & Test

- Run a spelling/grammar check.
- Make sure the text is selectable (not embedded in images).
- Test your resume in a free ATS simulator (e.g., Jobscan, Resumeworded).

Pro Tip 1: Make your resume Applicant Tracking System (ATS) friendly so it gets seen by recruiters.

Pro Tip 2: Think of ATS as a search engine – if your resume doesn't contain the right words, it won't appear in recruiter searches.

Notes:
