**WHEN USING THIS APPLICANT TRACKING SYSTEM-FRIENDLY (ATS) RESUME, REMOVE EVERYTHING IN BLUE.**

*[Use job description as your guide****.*** *Use a common readable 11-12 point font. (This is Calibri.) Margins .5”-1”.]*

*[Save resume ex. Taylor\_Smith\_Resume, and possibly job title and/or company name.* ***Save references separately.****]*

**YOUR NAME**

City, MT | tsmith9@gmail.com *[keep it professional]* |(406) 555-5555 | LinkedIn and/or portfolio link *[Optional]*

**This area is for your 2-3 sentence professional SUMMARY sharing an overview of you as worker and/or student with a focus on how it makes you a great fit for the specific job. Might include experience, accomplishments, top skills, and strengths.** **Can include job title in this summary. See example on next page. Can do web search on “resume summaries” in your field to get ideas for creating own. Do not use word “I” or “my” in resume—ok in cover letter.**

***SKILLS*** *[this section can go toward bottom also. Keep toward top for technical fields and career transitions.]*

*Make these specific competencies for the job. Use standard black ATS-friendly bullet points. Examples below.]*

* Proficient in Spanish – took 7 years of instruction.
* Experienced trainer – trained 12 new cashiers for busy retail store in summer resort.
* Accurate record keeper – developed efficient system for tracking payments saving company 10% annually.
* Strong computer skills – volunteered at after-school program teaching basics of coding.
* Excellence in customer service – named employee of the month twice.

***EDUCATION*** *[New grads may want to move their education closer to the top like on this resume.]*

**Associate of Applied Science (AAS) in Business Administration, 20XX** | Hometown College | City, MT

3.XX GPA *[Generally share if between 3.5-4.0]* | Phi Theta Kappa National Honors Society | ABC Academic Scholarship | Dean’s List 3 semesters | Treasurer of Campus ABC Club *[Can create separate section if needed]*

***RELEVANT COURSEWORK*** *[Optional: can include position-related courses to show you’ve had an exposure to a topic.]*

Related Class | Related Class | Related Class | Related Class | Related Class

***RELATED EXPERIENCE*** *[Quantify and qualify by adding numbers and specifics that make it yours –* ***NOT just job duties****.]*

***Your Title***

**Employer Name** | City, MT | Month 20XX - Month 20XX *[If still there, write “Present” for end date]*

Recruited, trained, and supervised 30-40 volunteers for nonprofit. Over 80% of volunteers returned each year.

*[Start accomplishment statements below with action verbs – can do web search for “resume action verbs” for ideas. Add numbers when it clarifies what you did and some description.* ***USE***[***ACCOMPLISHMENTS***](https://www.indeed.com/career-advice/resumes-cover-letters/accomplishment-statements-examples)***, NOT JOB DUTIES****.]*

* Trained *[example of action verb, use your own]* . . . *[Focus on* ***transferable skills*** *the job requires.]*
* Developed *[example of action verb*] . . . *[include positive* ***results*** *of your accomplishments.]*
* Used *[example of action verb]* . . .

***Your Title***

**Employer** |City, MT | Month 20XX - Month 20XX

* Assisted *[example of action verb]* . . .
* Led *[example of action verb]* . . .
* Created *[example of action verb]* . . .

***OTHER EXPERIENCE*** *[Not as much info as your* ***Related Experience*** *but shows you were working during a timeframe.]*

***Customer Service Representative***

**Employer** | City, MT |Month 20XX - Month 20XX

Created efficient, friendly customer service environment working with over 200 customers a day. *[Possibly include a brief description. Focus on job skill(s) that will be used in job you are applying for.]*

***AWARDS & HONORS*** *[Optional. Can also be in Education section. Can add a Volunteer or Research section or similar.]*

***Title of Award*** – Organization, 20XX

**RESUME TIPS:**

**NOTE: While using AI can be a helpful tool in creating a resume targeted to a position, it may also result in a generic resume with words and phrases similar to other applicants or contain inaccurate statements.**

1. Send resume as a PDF for most direct emails or uploads to keep formatting. Use a Word doc (.doc or .docx) if job Applicant Tracking System (ATS) requests it or if it rejects your PDF.
2. Resume SUMMARY example:

**Recent small business management graduate with experience leading group projects and collaborating with an array of teams. Ready to bring proven skills in data analytics and social media marketing to your project management position. Volunteered as marketing assistant for human services nonprofit for 2 years increasing social media engagement by over 75%.**

1. There are many styles and types of resumes. Create one that represents YOU. Resumes need to be clear and easy-to-read. Adjust this one to fit your needs. This simple resume style is also designed to go through an employer’s Applicant Tracking System (ATS). Many larger companies use ATS software during the initial recruitment process. It scans for keywords from the job description (like desired knowledge, skills, abilities, experiences). **Be sure you include these keywords in a natural way**, and not just cut and paste into your resume and cover letter. Do **not** include tables and unusual fonts. Use common fonts like Aptos, Arial, Cambria, Calibri, Garamond, Georgia, Helvetica, Verdana, or Times New Roman (readable but dated). Can do internet search for best resume fonts of current year.
2. Do your research when applying for a job. Know the company, its mission, values, and goals. Bring some of this knowledge into your resume and cover letter.
3. Generally, start with your most recent relevant experience first (reverse-chronological resume). Focus on your **accomplishments** **NOT** **job duties**.
4. Resumes are generally 1 page, possibly 2 (not 1-1/3pages) with enough experience (generally go back up to 10 years). If 2 pages, write “more” or “1 of 2” on bottom of first page. Add page number to 2nd page.
5. Don’t make margins smaller than .5” or fonts 9 or 10 points to squeeze your resume onto a page.
6. Go light on using color accents if any – be sure it photocopies well. Keep paper color neutral.
7. Usually no photos – save that for your LinkedIn account or portfolio.
8. Premade templates may be tricky for ATS systems to read. Do not use headers and footers with ATS.
9. One option is to include a **Key Skills** section relevant to the job (about 10 skills, give or take). It’s often toward bottom although you might also see them under the summary—especially for technical jobs. Generally, stick to hard skills. **Hard skills** are the specific competencies required to do the job for which you are applying like having advanced or proficient skills in Microsoft Excel, specific programming languages, SEO marketing, data analytics, healthcare certifications, proven grant writer, fluent in Spanish, etc. **Soft skills** are people-related work skills like your ability to communicate, solve problems, be creative and willing to learn, work as a team, adapt, accept feedback, lead with a positive demeanor, set an example of a positive work ethic. They are transferrable from one workplace to another. Generally, do not include soft skills such as “teamwork” or “leadership” in this section. **Show** those as accomplishments under each employer/volunteer experience.
10. Can include other position-appropriate sections like Academic Projects, Research, Honors & Awards, Community Involvement/Volunteer Experience.
11. Dates should be formatted in one of two ways: MM/YYYY or “March 2022”. Be consistent and do not use the year only.

**Questions? Connect with FVCC Career Services at** [**Careers@fvcc.edu**](mailto:Careers@fvcc.edu) **|406.756.3803 | Student Center 129**