# THE ATS RESUME CHEATSHEET

## FIRSTNAME LASTNAME

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### OBJECTIVE

Software Engineer with 2+ years of experience in ABC, seeking full-time ABC roles.

### EDUCATION

**Master of Computer Science,** Stanford University                    Expected 2024
Relevant Coursework: A, B, C, and D.

**Bachelor of Computer Science,** Stanford University                    2018 - 2022

### SKILLS

**Technical Skills**          Lorem, Ipsum, Dolor
**Soft Skills**               Sit Amet, Consectetur
**XYZ**                       Adipiscing elit, Sed, Fermentum

### EXPERIENCE

**Role Name (Remote)**                                         Jan 2019 - Jan 2024
Company Name                                                   *San Francisco, CA*
- Achieved X% growth for XYZ using A, B, and C skills.
- Led XYZ which led to X% of improvement in ABC.
- Developed XYZ that did A, B, and C using X, Y, and Z.

**Role Name**                                                 Jan 2017- Jan 2019
Company Name                                                   *Karachi, PK*
- Achieved X% growth for XYZ using A, B, and C skills.
- Led XYZ which led to X% of improvement in ABC.
- Developed XYZ that did A, B, and C using X, Y, and Z.

### PROJECTS

**Real-Time Data Visualizer:** Created a data visualization tool for tracking sales metrics, resulting in a 25% increase in data accessibility for stakeholders using React, D3.js, and Firebase. Recognized as a finalist in "Hackathon Name".

**E-Commerce Recommendation Engine:** Designed a machine learning model that boosted customer engagement by 40% through personalized product recommendations using Python, TensorFlow, and AWS. Awarded Best Project at "University Name".

### EXTRA-CURRICULAR ACTIVITIES

- Led a cross-functional team to rework a key product feature, improving user retention by 25%.
- Managed logistics for a 48-hour coding competition, attracting over 200 participants and 5 corporate sponsors.

### LEADERSHIP / VOLUNTEERING

- Led a team of 20+ volunteers to organize an event for 500+ attendees, securing sponsorships from key tech firms.
- Established a coding club with 250+ active members, hosting weekly sessions and collaborative projects.

# ➡️ SHARE TO HELP OTHERS OUT!

## ① Contact Info.

- ☑ **NEVER** put: ❌ 🖼️
  - A photo
  - Full exact address
  - Personal details like Married, CNIC# etc.

## ② One Page CV

- ☑ **NEVER** exceed more than 1 page. ✅ ✅

## ④ Education

- ☑ Fresh graduates should list Education first; experienced candidates place it after Experience. 🧑‍🎓
- ☑ Include relevant courses that match the job description.

## ③ Objective

- ☑ 🌟 **ALWAYS** put a max 2-line objective that matches the job role.

## ⑤ Skills

- ☑ Divide skills in separate sections like Technical, Soft Skills, Hobbies.
- ☑ Technical skills examples NodeJS, React, DevOps, AWS etc. 🔧
- ☑ Soft skills examples GitHub, Version Control, Scrum, Stress Management.
- ☑ Hobbies examples Running, Sports, Video Games, Travel. 🎮

## ⑥ Experience

- ☑ Use text dates e.g. Jan 2024 ✅ instead of numbers e.g. 01/2024 ❌
- ☑ Use action words and impactful numbers (percentages or metrics).
- ☑ Skills should be followed after the "Impact Numbers".
- ☑ Use maximum 3-5 lines. Try to keep every point in a single line.
- ☑ Mention "REMOTE" in front of company or title if that job is remote. 🌐

## ⑦ Projects

- ☑ **DON'T** mention more than 2-3 projects.
- ☑ Explain your project in 2-3 lines max.
- ☑ Include link to the project if possible.
- ☑ Share impact numbers of project like how many users etc. 📈

## ⑧ Extra-Curriculars

- ☑ Highlight volunteer roles or list Certifications/Publications if needed.
- ☑ Add 2-4 key achievements showing teamwork and dedication. 🏆
- ☑ Use a "Leadership" section to feature real impact roles and team success.
- ☑ Showcase relevant projects or events that demonstrate initiative and growth.

## Tools

- ☑ **novoresume** for 1-Page Resumes
- ☑ **Enhancv** for Resume ATS Checking.
- ☑ **grammarly** for Grammar and Formatting.
- ☑ Tech Resume Book by Gergely Orosz.
- ☑ Use developerFolio and alike templates for Portfolio Building.