10 ATS-Focused Resume Design Tips

Resume Structure

• Use a clean, professional format with proper headings.

• Stick to standard fonts like Arial or Times New Roman.

• Use bullet points to improve readability.

ATS Optimization

• Include relevant keywords from job descriptions.

• Avoid using tables, images, or graphics that ATS may not read.

• Use a simple chronological or functional format.

Content Optimization

• Quantify achievements with metrics and numbers.

• Keep the resume concise (1-2 pages for entry-level professionals).

• Save the file in PDF and Word formats for compatibility.