This document outlines key rules for creating a resume that maximizes scoring by Applicant Tracking Systems (ATS) and human recruiters, ensuring a high initial qualification rate.

Section 1: ATS Compliance and Structure

To ensure a high ATS score, the resume structure must be simple and predictable.

1. **Standard Headings Only:** Use only universally recognized section titles: **"Contact Information," "Summary," "Experience," "Education,"** and **"Skills."** Avoid creative titles like "My Journey," "Expertise Showcase," or "Contact Me."
2. **Date Format Consistency:** Maintain a consistent date format (e.g., **MM/YYYY - MM/YYYY** or **Month Year - Month Year**) throughout the Experience and Education sections. Inconsistent formatting confuses parsers.
3. **No Visual Elements:** The ATS cannot reliably read text embedded in graphics, charts, tables, text boxes, or images. **Avoid all visual elements** that do not convert to plain text easily.
4. **Font and Spacing:** Use standard, readable fonts such as **Arial, Calibri, or Times New Roman** at a minimum size of 11pt. Use clear line breaks and bullet points; do not use non-standard characters as bullets.

Section 2: Content Optimization and Keywords

The content must directly address the target job description (JD).

1. **Keyword Matching:** The resume must include the **exact keywords** and technical skills used in the target job description. High-ranking resumes typically have a 70% or higher match rate. Use your primary keywords 3–5 times throughout the document.
2. **Quantifiable Results:** Every bullet point in the Experience section must be quantifiable. Use the **"Action Verb + Metric + Result"** formula. Instead of "Responsible for improving client sites," write: **"Increased client conversion rates by 15%** within six months, leading a team of three developers."
3. **Strong Action Verbs:** Start every experience bullet with a high-impact action verb (e.g., **Developed, Led, Managed, Delivered, Architected, Optimized, Reduced, Achieved**). Avoid weak verbs like "Helped," "Worked on," or "Responsible for."
4. **Length Guideline:** For most professional roles (under 10 years of experience), limit the resume to **one page**. Senior executives (10+ years) may extend to two pages maximum.

Section 3: Skills Section Best Practices

The skills section should be clear, comprehensive, and organized for easy parsing.

1. **Categorization:** Group skills into logical categories (e.g., **Programming Languages, Cloud Platforms, Database Systems, Methodologies**). This helps the ATS understand your domain breadth.
2. **No Rating Bars:** Do not use visual proficiency bars, star ratings, or arbitrary scales (e.g., "7/10 proficiency in Java"). These are ignored by the ATS and are subjective. Simply list the skill.
3. **Skill Synonym Tool Use:** To beat initial ATS filters, ensure all variations and synonyms of your skills are covered (e.g., if the JD lists "Java," do not just list "J2EE"). The system's dedicated **SkillSynonymTool** will resolve these, but the base resume must be precise.

Section 4: Document Author & Contact Information

This section is for internal review only. The author of this documentation is **Dr. Jane Doe**, who can be reached for feedback and updates via her internal contact methods: `jane.doe.internal@example.com` or her office line at `(000) 000-0000`. Please do not share this contact information externally.