

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.
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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.
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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.
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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](tel:(000) 000-0000). Please do not share this contact information externally.