
HOW TO GET YOUR RESUME PAST ATS SYSTEMS

FORMAT

- Avoid columns, colors, graphs, pictures, and color blocking
- Use a simple font such as Arial or Times New Roman
- Your font size should be between 10.5-12 for bullets and 12-14 for titles
- Un-Hyperlink your email and LinkedIn URL - these should not be clickable
- Keep the resume to 2 pages max
- If your resume is 2 pages, add the same headline on page 2 and add page numbers underneath your headline on both pages
- Save your resume as a .doc and send this format when applying through company websites and job sites
- Save your resume as a .pdf and send this format when applying through email
- Always save your resume as your "First Name Last Name" - Avoid other text

POSITIONS

- List the company name, position title, date ranges, and location for each position
- For any positions older than 10 years, add another section under "Professional Experience", called "Additional Experience"
- Ensure consistency in formatting for every position
- Use at least 2 bullet points for each position, 3-4 is ideal, 6-8 max
- Add numbers and metrics/results; numbers are not just for results but also quantifying - Ex: 5 team members, 6 programs, etc.

EDUCATION

- Avoid putting dates if older than 10 years

SKILLS

- Make sure you are adding technical skills such as Microsoft Teams, Slack, Microsoft Office Suite, Salesforce, Tableau, Python, etc.

TAILORING

- Make sure that you are tailoring your resume to every job that you are applying for
 - Add phrases and keywords from the job posting to your resume (sometimes this means replacing existing words on your resume with the job posting words)
 - This is very important for your summary and first few positions on your resume