

# 100 Expert Resume Tips (ATS + Recruiter Focused)

## 1. Resume Structure & Formatting

1. Keep a resume **one page** (unless a senior exec with 6-7+ years).
  2. Use **simple ATS-safe fonts** (Calibri, Arial, Times New Roman, 10–12 pt).
  3. Avoid **tables, headers, footers, or text boxes** (ATS parsing issues).
  4. Maintain **1-inch margins** for readability.
  5. Use **bullet points** (not long paragraphs).
  6. Keep bullets to **max 1–2 lines**.
  7. Use **consistent formatting** (dates, locations, dashes).
  8. Save as **PDF** unless the job portal requests Word.
  9. Avoid images, logos, icons (ATS can't read them).
  10. Ensure **section headings** are standard: Summary, Experience, Skills, Education.
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## 2. ATS Optimization

11. **Mirror keywords** from the job description.
  12. Use **exact phrasing** from JD (e.g., “Project Management” not “Managing Projects”).
  13. Include **acronyms and full forms** (e.g., “SEO (Search Engine Optimization)”).
  14. List tools/software in **Skills** and again in **Experience** with results.
  15. Don't keyword stuff; use **natural phrasing**.
  16. Avoid unusual symbols (✓, ★, ·).
  17. Run resume through **free ATS checkers** before applying.
  18. Use **standard job titles** (not creative ones like “Marketing Ninja”).
  19. Place **most relevant skills above the fold**.
  20. Ensure the file name is simple: [FirstName\\_LastName\\_Resume.pdf](#).
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## 3. Above-the-Fold Impact

21. The first **1/3 of a resume** must show strongest skills/results.
22. Use a **2–3 line summary** (not an objective).
23. Start a summary with an impact-driven **intro** (“Results-driven Financial Analyst with 5 years...”).
24. Include **3–4 top skills** in summary.
25. Quantify one **key achievement** in summary.
26. Mention **industry domain** in summary (e.g., healthcare, fintech).
27. Avoid “seeking opportunities” statements.

- 28. Highlight **career level** upfront (Manager, Analyst, Engineer).
- 29. Tailor summary per job.
- 30. Insert **keywords** naturally in summary.

#### 4. Work Experience (STAR/PAR Bullets)

- 31. Use **STAR/PAR flipped order** → Result → Problem → Action.
  - 32. Start bullets with **strong action verbs**.
  - 33. Each role = **3–5 bullets max**.
  - 34. Never repeat the same verb more than twice.
  - 35. Avoid “Responsible for...”; say “Delivered X by doing Y”.
  - 36. Show **progression** (promotions, scope increases).
  - 37. Use **present tense** for current job, past tense for previous jobs.
  - 38. Lead with **achievements**, not duties.
  - 39. Quantify (% , \$ , time , scale).
  - 40. Example: “Cut costs by 15% by renegotiating vendor contracts.”
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#### 5. Quantification & Metrics

- 41. Always ask: “**How much? How many? How often?**”
  - 42. Use **% growth, \$ saved, hours reduced**.
  - 43. If no numbers, estimate ranges (approximate).
  - 44. Highlight **team/project size** you impacted.
  - 45. Show **before vs. after results**.
  - 46. Use **benchmarks** (“Top 5% of sales team”).
  - 47. Mention **budgets handled** (\$X million).
  - 48. Show **volume metrics** (e.g., “processed 500 invoices/month”).
  - 49. Highlight **speed improvements** (“reduced onboarding time by 30%”).
  - 50. Demonstrate **market share or engagement growth**.
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#### 6. Skills Section

- 51. Limit to **8–12 core skills**.
- 52. Prioritize **job-relevant skills**.
- 53. Divide into **Technical & Soft Skills**.
- 54. Use JD terminology exactly.
- 55. Avoid listing obsolete tech (Flash, Lotus Notes).
- 56. Exclude generic skills (MS Word, typing).
- 57. Order skills by **relevance**, not alphabetically.
- 58. Mention **certifications/software** here (e.g., Salesforce CRM).
- 59. Keep concise (no descriptions).

60. Refresh skills per job application.

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## 7. Education & Certifications

- 61. List in **reverse chronological order**.
  - 62. Include **degree, institution, graduation year**.
  - 63. Add GPA only if **3.5+ or recent graduate**.
  - 64. Highlight **honors/awards**.
  - 65. Add **certifications relevant to the role**.
  - 66. Remove high school if **postgraduate or 5+ years experience**.
  - 67. Put Education below Experience (unless student).
  - 68. Don't list **irrelevant courses**.
  - 69. Use a short, clear bullet format.
  - 70. Add ongoing certifications as "In Progress".
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## 8. Language & Tone

- 71. Use **power verbs** (e.g., Spearheaded, Revitalized).
  - 72. Avoid weak verbs (helped, assisted, worked on).
  - 73. Cut buzzwords (dynamic, motivated, hardworking).
  - 74. Use **short sentences**.
  - 75. Avoid passive voice.
  - 76. Remove pronouns ("I, me, my").
  - 77. Use industry terminology recruiters expect.
  - 78. Keep tense consistent per section.
  - 79. Don't repeat the same phrases across jobs.
  - 80. Avoid filler adjectives (excellent, outstanding).
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## 9. Recruiter Psychology & Readability

- 81. Recruiters scan in **7 seconds**.
- 82. Ensure **top bullets are strongest**.
- 83. Add **white space** between sections.
- 84. Use **bold** sparingly for emphasis.
- 85. Keep alignment consistent.
- 86. Ensure easy **F-pattern readability**.
- 87. Group **related achievements** together.
- 88. Eliminate unnecessary words.
- 89. Proofread 3 times.
- 90. Ask a colleague to review before sending.

## 10. Extra Differentiators

91. Add **projects** if they showcase unique value.
92. Include **social proof** (awards, promotions, client praise).
93. Tailor each resume version to the **specific JD**.
94. Create a **master resume**, then customize per role.
95. Maintain a **LinkedIn profile** matching resume.
96. Ensure **job titles match LinkedIn/HR records**.
97. If a gap exists, briefly cover it with **consulting, freelancing, or courses**.
98. Keep file size < 2MB.
99. Remove personal info (photo, marital status, DOB).
100. End resume with Education/Certifications, not hobbies.

**I've screened over 1500 RESUMES in 3 years and I know how to exactly prepare a job ready RESUME from scratch. I offer premium resume writing and optimization services to do so.**

If you want to learn more, please contact me at [shaileshshakya818@gmail.com](mailto:shaileshshakya818@gmail.com)  
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