ATS-FRIENDLY RESUME DESIGN CHECKLIST

Follow these guidelines to make sure your resume scans correctly in ATS Systems and makes it to a human decision-maker!

LET'S EAT, GRANDMA

SCROLL RIGHT →

ATS-FRIENDLY RESUME DESIGN

LET'S EAT, GRANDMA

SECTIONS

NO TABLES OR CHARTS
- ATS cannot always parse information from tables or charts
- Text you write in them will likely be jumbled and out of order

ONLY ONE COLUMN
- Different text in 2 columns will be read as a single sentence
- The ATS *may* parse distinct columns, but it's not worth the risk

STANDARD SECTION HEADINGS
- Use clear headings that the ATS will recognize as standard sections
- "Summary of Qualifications" instead of "About Me"
- "Work Experience" instead of "Where I've Been"

ATS-FRIENDLY RESUME DESIGN

VISUALS

NO PICTURES
- ATS will not pick up any kind of image file (and pictures give no value to the hiring manager)

NO INFO IN VISUALS
- Due to above, any text included in images will not read
- This means no **infographics**, **timelines**, or **text boxes**

NO LOGOS THAT INTERRUPT TEXT
- A personal brand logo at the top **can be fine** (ATS will skip it)
- Company logos within sections are **not fine**

STANDARD ROUND BULLETS
- Checkmarks, arrows, or other alt-bullets may not register

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TEXT

NO MORE THAN TWO READABLE FONTS

- A different font for your header is fine, but stick to one body font
- Use a standard, readable font with recognizable characters (Times New Roman, Arial, Calibri, Georgia)
- Choose fonts that are standard on both Windows and Mac OS (otherwise font may appear as this: □□□□□)

NO UNDERLINING

- <u>Underlining</u> can cause q's, g's, and p's to be read incorrectly
- *Sparingly* use bolding and italics for emphasis

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FILE FORMAT

CHECK THE JOB POSTING!

- If an ATS *only* accepts Word or PDF, the job posting will say so

SAVE AS WORD DOC

- It's a safer bet that older ATS systems will parse Word correctly
- Use *.doc* instead of *.docx* for max compatibility

SAVE AS PDF

- It's a safer bet that your formatting will come out clear on the hiring manager's computer
- Make sure it's a PDF exported from a Word file, not from an image

DON'T SAVE AS ANYTHING ELSE

- Never use TXT, HTML, or Pages formats

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RESUME DESIGN CHECKLIST

*For more help, schedule a **free phone consultation** and get a **free Career Score** at:*

letseatgrandma.com

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ATS-FRIENDLY
RESUME DESIGN CHECKLIST

Follow these guidelines to make sure your resume scans correctly in ATS Systems and gets through to a human decision-maker!

SECTIONS

KEEP THE LAYOUT SIMPLE

- NO TABLES OR CHARTS
- ONLY ONE COLUMN
- STANDARD SECTION HEADINGS ("Summary of Qualifications," instead of "My Story")

VISUALS

DON'T CLOG THE MACHINE

- NO PICTURES
- NO INFO IN VISUALS
- NO LOGOS THAT INTERRUPT TEXT
- STANDARD ROUND BULLETS

TEXT

MAKE TEXT SCANNABLE

- NO MORE THAN TWO READABLE FONTS
  - Standard on Windows
  - Standard on Mac
- NO UNDERLINING

FILE FORMAT

SAVE IT CORRECTLY

- WORD VERSION
- PDF VERSION
- NO OTHER VERSIONS (Plain Text, Pages, Etc..)