Robot-Friendly Resume

As more employers use application tracking systems (ATS), it's vital for candidates to upgrade their résumés to help ensure they don't get overlooked. Résumés should now be optimized to stand out to an ATS, not just to a recruiter or hiring manager.

The Dos: ✓

USE KEYWORDS from the job description in **YOUR RÉSUMÉ**

Put your contact information at the top of the page **(BUT NOT IN A HEADER)**

USE AN EXECUTIVE SUMMARY and create a bulleted list of qualifications and skills

USE WEB-STANDARD FONTS (SUCH AS ARIAL, TAHOMA, OR VERONA)

FOLLOW BEST PRACTICES when formatting work history information: start with the employer's name, followed by your title, then the dates you held the title

Use proper capitalization & **PUNCTUATION**

SPELL CHECK

UPLOAD ✓ your résumé, rather than cutting and pasting

The Don'ts: 🚫

Don't get hung up on **FANCY FORMATTING** Focus on clearly organized section

Don't feel forced to adhere to the standard **1-PAGE RÉSUMÉ** ATS robots don't care about length; in fact, a longer resume may improve your chances

DON'T USE ABBREVIATIONS (For instance, spell out "Manager" instead of "Mgr.")

Don't use **GRAPHICS OR LOGOS**

DON'T USE TABLES

DON'T SUBMIT A 🚫 **PDF** They're unreadable by some software

DON'T USE headers or footers

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