

ROBOT-FRIENDLY RESUME

The Dos:

USE KEYWORDS
from the job description in
YOUR RÉSUMÉ.

As more employers use ATSS, 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 Don'ts:

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

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 VERDANA).

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 and **PUNCTUATION.**

SPELL CHECK.

UPLOAD  your résumé, rather than cutting and pasting.

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

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

DON'T USE TABLES.

Don't use **GRAPHICS OR LOGOS.**

DON'T USE headers or footers.

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

New technology is revolutionizing the job application process, making it easier for candidates to connect with their ideal employment opportunities.

Adopting best practices for résumé creation will increase your chances of

LANDING YOUR DREAM JOB.