



## Creating a Recruiter & ATS Compatible Resume

A clean, structured, and keyword-rich resume is your best tool for getting noticed – both by the system and the recruiter reviewing it.

### A recruiter & ATS-friendly resume ensures:

- Recruiters can quickly see your skills.
- ATS systems correctly parse your information.
- Your experience and impact stand out.

<b>FirstName LastName</b>	Location (City, State)
<b>SUMMARY:</b>	
Summary paragraph avoiding the first person.	
<b>TECHNICAL SKILLS:</b>	
Technologies, languages, software, etc. broken down into categories.	
<b>EXPERIENCE:</b>	
<b>Title</b> <b>Company</b> , Location	Month Year – Present
• Scope of work. • Accomplishments. • Using facts and figures when possible.	
<b>Title</b> <b>Company</b> , Location	Month Year – Month Year
• Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. • Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
<b>Title</b> <b>Company</b> , Location	Month Year – Month Year
• Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. • Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
<b>EDUCATION:</b>	
<b>Degree</b> University	
<b>Certifications:</b>	
• Certification type • Certification type • Certification type	

## Key Elements of an Effective Resume

### Professional Summary

- A short, tailored snapshot at the top.
- Highlights strengths, years of experience, and focus areas.
- Written in clear, non-technical, big picture language.

### Technical Skills Section

- Clearly organized by categories (e.g., Languages, Frameworks, Tools, Software).
- Easy for ATS to scan keywords and recruiters to quickly identify strengths.

### Experience with Impact - Each job should include:

- Job Title and Dates (aligned cleanly)
- Company and Location
- 3-5 detailed bullet points showing scope of work and impact.
- Include specific technologies, tools, and systems used.

## Common Mistakes to Avoid

- 🚫 Overly designed resumes with graphics/tables.
- 🚫 Job descriptions with vague bullets like "Responsible for X."
- 🚫 Omission of technical tools and software.
- 🚫 Omission of City of Residence.