



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.

FirstName LastName

Location (City, State)

SUMMARY:

Summary paragraph avoiding the first person.

TECHNICAL SKILLS:

Technologies, languages, software, etc. broken down into categories.

EXPERIENCE:

Title

Company, Location

Month Year – Present

- Scope of work.
- Accomplishments.
- Using facts and figures when possible.

Title

Company, Location

Month Year – Month Year

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Title

Company, Location

Month Year – Month Year

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EDUCATION:

Degree

University

Certifications:

- 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.