ATS Resume Checklist

☐ Use .docx or ATS-safe PDF format.

☐ Avoid tables, images, text boxes, and columns.

☐ Use standard fonts like Arial, Calibri, or Times New Roman.

☐ Use clear, standard section headings (e.g., 'Work Experience').

☐ Match keywords from the job description.

☐ Use bullet points to list achievements.

☐ Include both acronyms and full terms (e.g., 'SEO' and 'Search Engine Optimization').

☐ Avoid graphics or logos.

☐ Include measurable results and action verbs.

☐ Proofread to ensure there are no spelling or grammar mistakes.

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