## **ATS-Friendly Resume Template**

### **Contact Information**

Name Address (City, State, Zip) Phone Number Email Address LinkedIn Profile (optional)

## **Professional Summary**

Results-driven [Your Profession] with [X] years of experience in [industry/field]. Proven ability to [key achievement or skill]. Seeking to leverage expertise in [target job/role] to contribute to [Company Name]'s success.

### **Skills**

- Skill 1
- Skill 2
- Skill 3
- Software/Tool Proficiency
- Industry Keywords

## **Work Experience**

[Job Title] — [Company Name]
[Start Date] – [End Date or Present]

- Achieved [result] by [task/method], resulting in [measurable outcome].
- Led [project or team], improving [KPI or process].

## **Education**

[Degree] — [Institution Name]
[Year Completed]

#### Certifications

- [Certification Name] — [Issuing Organization]

# **ATS Resume Checklist**

$\square$ Use .docx or ATS-safe PDF format.
$\hfill\Box$ Avoid tables, images, text boxes, and columns.
$\hfill\square$ Use standard fonts like Arial, Calibri, or Times New Roman.
$\hfill\square$ Use clear, standard section headings (e.g., 'Work Experience').
$\hfill\square$ Match keywords from the job description.
$\square$ Use bullet points to list achievements.
$\hfill\Box$ Include both acronyms and full terms (e.g., 'SEO' and 'Search Engine Optimization').
$\square$ Avoid graphics or logos.
$\hfill \square$ Include measurable results and action verbs.
$\hfill\square$ Proofread to ensure there are no spelling or grammar mistakes.

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