

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

- ☐ 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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