How to format your resume
To avoid getting rejected online

Format your resume for ATSs

- **Keep your formatting simple. Do not try to make it pretty.** *ATSs reject resume with graphs, tables, arrows, stars, asterisks, diamonds, logos or any funky / fancy bullet points. They also hate underlines. You CAN use bold to emphasize achievements.*
- **Save & send your resume in the right file type.** *Check the job posting to see if they request a .pdf resume. If not, assume that a **.doc (Word) resume**. Most systems are unable to read the text in a .pdf document. You will be rejected.*
- **Use font size 12 or larger.** *Calibri, Cambria, Georgia, Verdana or Times New Roman*
- **Use dates & format like this: MM/YYYY** *List your employer, then the dates you worked there. If you list the dates first, the system will reject you.*
- **Label your sections correctly** *(systems scan for standard section headings). Most systems scan for these:*

Main (expected) categories / fields the ATS looks for

- Name
- Email
- Phone
- Personal website if you have one
- LinkedIn address
- Summary paragraph
- Core competencies OR Key Skills
- Experience
- Education

Optional categories the ATS will understand

- Certifications
- Affiliations
- Awards
- Research & Publications
- Activities & Interest
- Volunteer experience
- Other information

- **Use round bullet points.** The ATSs have been trained to read them, and the human on the other side loves them.
- **Use spell check and watch for industry-specific terms!** *ATS will kick you out. If they ask for Saas (Software as a Service) and you spell it SaS, you will get rejected.*
- **White space!** It MUST be easy to read for computer & especially people

*Forbes, BLS, Glassdoor.com, CNN, TheUnderCoverRecruiter.com, Wall Street Journal, The Ladders