



ATS Fit

Resume Guidelines

1

Simple Formatting

- Use a clean, straightforward layout.
- Avoid columns, text boxes, or graphics.



2

Standard Fonts

- Choose easy-to-read fonts like Arial, Calibri, or Times New Roman.
- Avoid fancy or overly stylized fonts.



3

Standard Sections

- Include "Work Experience," "Education," "Skills," and "Contact Information."



4

Keywords from JD

- Tailor your resume with keywords from the job description.





ATS Fit Resume Guidelines

5

Relevant Headings & Job Titles

- Use a clean, straightforward layout.
- Avoid columns, text boxes, or graphics.



6

Proper File Format & Clarity

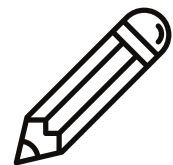
- Choose easy-to-read fonts like Arial, Calibri, or Times New Roman.
- Avoid fancy or overly stylized fonts.



7

Customize for Each Application

- Include "Work Experience," "Education," "Skills," and "Contact Information."



8

Check acronyms & Special Characters

- Tailor your resume with keywords from the job description.





Overall Resume Tips

Include Certifications & Licenses

Add relevant certifications and licenses.



Quantify Achievements

Use numbers and statistics to highlight accomplishments.



Proofread Carefully

Check for spelling or grammatical errors.



Relevant File Naming

Save with a clear name like
"FirstName_LastName_Resume.docx."



Optimize Keywords

Integrate job-specific keywords naturally throughout your resume.



Avoid Graphics & Images

Stick to plain text and simple formatting.



Avoid Excessive Formatting

Avoid complex formatting, borders, or shading



Chronological Order

List work experience and education in reverse chronological order.





Self Scoring Resume Checklist



CONTENT

C O N T E N T	CRITERIA	DESCRITPION	SCORE				
	Contact Information	Includes name, phone number, email, and LinkedIn profile.	1	2	3	4	5
	Professional Summary	Concise summary of skills, experience, and career goals; tailored to the job.	1	2	3	4	5
	Experience	Relevant work experience in reverse chronological order; includes job title, company, joining & leaving dates, and key achievements.	1	2	3	4	5
	Education	Degree(s), institution(s), graduation date(s), and any honors.	1	2	3	4	5
	Skills	Relevant functional and technical skills; specific to the job application.	1	2	3	4	5
	Certifications and Awards	Relevant certifications and awards included.	1	2	3	4	5
	Projects	Relevant projects with clear descriptions of your role and outcomes.	1	2	3	4	5
	Languages	Additional languages spoken with proficiency levels.	1	2	3	4	5
	Professional Affiliations	Membership in relevant professional organizations.	1	2	3	4	5



Self Scoring Resume Checklist



Formatting

F O R M A T T I N G	CRITERIA	DESCRITPION	SCORE				
	Overall Layout	Clean, professional, and easy to read; consistent formatting.	1	2	3	4	5
	Font and Text Size	Professional and readable font (e.g., Arial, Times New Roman); text size between 10-12 points.	1	2	3	4	5
	Use of Bullet Points	Bullet points to list responsibilities and achievements; avoids large blocks of text.	1	2	3	4	5
	Section Headings	Clear and consistent section headings.	1	2	3	4	5
	Margins and Spacing	Adequate margins and spacing; not overly crowded or too sparse.	1	2	3	4	5



Self Scoring Resume Checklist



Language & Tone

L A N G U A G E + T O N E	CRITERIA	DESCRITPION	SCORE				
	Grammar and Spelling	No grammatical or spelling errors.	1	2	3	4	5
	Action Verbs	Strong action verbs to start bullet points (e.g., "managed," "developed," "led").	1	2	3	4	5
	Quantifiable Achievements	Achievements are quantified where possible (e.g., "increased sales by 20%").	1	2	3	4	5
	Consistency	Consistent use of tense (past tense for previous jobs, present tense for current job).	1	2	3	4	5
	Clarity and Conciseness	Clear and concise language; avoids jargon and overly complex language.	1	2	3	4	5



Self Scoring Resume Checklist



CUSTOMIZATION

CUSTOMIZATION



CRITERIA

DESCRIPTION

SCORE

Tailored to Job
Description

No grammatical or spelling errors.

1

2

3

4

5

Keywords

Strong action verbs to start bullet
points (e.g., "managed,"
"developed," "led").

1

2

3

4

5

Cover Letter

Achievements are quantified where
possible (e.g., "increased sales by
20%").

1

2

3

4

5



Self Scoring Resume Checklist



Overview

ADDITIONAL CONSIDERATIONS

CRITERIA	DESCRIPTION	SCORE				
ATS Compatibility	Resume is ATS-friendly (no tables, graphics, or unusual fonts). Refer to the ATS guidelines provided earlier.	1	2	3	4	5
Professionalism	Overall professional tone and appearance.	1	2	3	4	5

Grading Scale

- 90-100: Excellent
- 75-89: Good
- 60-74: Fair
- Below 60: Needs Improvement

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