



Tips for creating an ATS-friendly resume:

1. Use a basic resume template (bots like straightforward, nothing fancy!)
2. Submit your resume in Word, either .doc or .docx (even if PDF is an option, the bots prefer word)
3. Use a standard font like Arial because the bots do not like fancy things!
Arial, Calibri, Helvetica, Veranda, Garamond, and Tahoma are all good choices!
4. Do not place information in the headers or footers because bots may not be able to scan information in those fields.
5. Spell out acronyms.
6. Use standard section headers like "Objective"; "Skills"; and "Experience"
7. Review the job description and update your resume using the same keywords they use. *disclaimer* IF you possess those skills! Fun fact: Rumor has it that if you utilize a keyword multiple times the ATS may view you as more of an expert as it relates to that skill. That being said, do this in an accurate and appropriate way that makes sense!
8. Do not use images, borders, shading, charts, graphs, photos, lines or any visual accents other than bullets. Visual accents are often not readable by ATS and therefore lead to a quick excuse to reject you!
9. If you know someone who works for the company you are applying for, or you have a friend of a friend who can make an introduction - then ask for help! Always check your LinkedIn connections to see if you can secure an introduction or recommendation from someone who is already employed by the company you are applying to.
10. Call the employer after you've submitted your resume. Introduce yourself and let them know you are eager to set up a time to discuss the role and how you can add value to the company.

NOTE: There are many resume builder services available. [Click here to access Teal, which we recommend because it's easy, and they offer a free builder version and an inexpensive option for full service that offers user friendly, AI assisted help!](#)

IF YOU DON'T KNOW WHERE TO START, USE THE TEMPLATE ON THE NEXT PAGE AS YOUR INSPIRATION!

Don't forget to name your file something like "POSITION_COMPANY_FULL NAME". Good luck!

YOUR NAME

City, State • PHONE NUMBER • EMAIL ADDRESS • LINKEDIN LINK

POSITION YOU ARE APPLYING FOR

Write a summary about yourself that is no longer than 350 characters here. It should read something like this: "With over 10 years' experience as a graphic artist, I am results-driven, creative, and have a proven track record in designing cutting edge branding materials. With a focus on innovation, I have created mixed multi-media solutions which have resulted in winning 10% more pitches in 6 months.

WORK EXPERIENCE

CURRENT (most recent) JOB TITLE/COMPANY

Location/from DATE – DATE

- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.

JOB TITLE BEFORE THAT/COMPANY

Location/from DATE – DATE

- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.

JOB TITLE BEFORE THAT/COMPANY

Location/from DATE – DATE

- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.
- 2-3 bullets about your responsibilities and accomplishments, using appropriate keywords.

EDUCATION

Degree Earned

School name. Location.

CERTIFICATIONS

Name of certificate • Certifying entity

AWARDS

Name of award • Entity awarding the award

SKILLS

List • your • professional • skills • here • including • soft • and • hard • skills • don't • forget • to • include • software • programs • you • know • how • to • use • such • as • Word • and • Excel • and • any • skills • related • to • the • job • that • you • possess • good • luck • and • don't • forget • to • delete • the • first • page!