

How to Tailor Your Coding Resume

A practical, step-by-step guide for CPC-A grads, career changers, and CPC → CRC coders

First, Know the ATS

Most employers use an Applicant Tracking System (ATS) to scan resumes before a person reads them. A clean, simple format helps the system read every word you wrote. Keep these basics in mind:

- ✓ One column only — no text boxes, tables, or side columns.
- ✓ Standard headings: Professional Summary, Certifications, Core Skills, Professional Experience, Education.
- ✓ No graphics, icons, photos, or logos in the resume body.
- ✓ Save as .docx (best) or a simple text-based PDF. Use Calibri or Arial, 10.5–12 pt.

Tailor It in 7 Steps

- 1 Copy the job posting.** Paste it into a document so you can mark it up and refer back to it.
- 2 Highlight credentials & keywords.** Note required certifications, code sets, software, and skills.
- 3 Mirror the exact wording.** If it says “CRC required,” “HCC,” or “ICD-10-CM,” use those same terms in your resume where they truthfully apply.
- 4 Update your Professional Summary.** Rewrite 2–3 sentences for each job so it speaks to that role.
- 5 Quantify your work.** Add numbers: charts per day, accuracy %, audits passed, claims processed.
- 6 Run a free scan on Jobscan ([jobscan.co](https://www.jobscan.co)).** Compare your resume to the posting, add missing keywords honestly, and aim for a strong match before applying.
- 7 Proofread.** Check spelling, dates, and credentials—then read it aloud once more.

New CPC-A or No Experience Yet?

- ▶ **Lead with your certification.** Put CPC-A (and CRC, if earned) in your name line and Certifications section.
- ▶ **Show your practice.** List PractiCode chart coding and course projects under Training & Projects.
- ▶ **Use transferable skills.** Healthcare, billing, front-desk, and admin roles build HIPAA, EHR, insurance, and detail skills.
- ▶ **Be honest and specific.** Describe what you actually did; never list jobs or credentials you don't have.

Example: Mirror the Posting

Posting says: “CRC required. Experience with HCC coding and ICD-10-CM. Strong attention to detail.”

Your summary: “CRC-certified coder trained in HCC risk adjustment and ICD-10-CM, with a detail-oriented approach to MEAT-based chart review.”

Before You Click “Apply” — Quick Checklist

- ☐ Single column, standard headings, no graphics
- ☐ Credentials & keywords match the posting
- ☐ Professional Summary updated for this job
- ☐ At least one number in each experience entry
- ☐ Jobscan scan run and keywords reviewed
- ☐ Proofread; saved as .docx or simple PDF

You've built real skills—now let your resume show them clearly. Keep going, one application at a time!

If You Have a Lot of Experience

Longer Career? Keep It Focused

Years of coding experience are a strength. The goal is to show your most relevant work first and keep the rest short, so both the ATS and the recruiter find what matters.

- ▶ **Two pages is fine.** An ATS reads a two-page resume without trouble; use page two only when your experience fills it.
- ▶ **Detail the last 10–15 years.** Give recent roles 3–5 bullets each with numbers (accuracy %, charts per day).
- ▶ **Condense older roles.** List them under Additional Experience with title, company, and dates only.
- ▶ **Keep only matching bullets.** For each posting, keep the bullets that match its keywords and cut the rest.
- ▶ **Credentials after your name.** Write “Jane Doe, CPC, CRC,” then list each credential again under Certifications.
- ▶ **Drop high school.** Once you have a degree or coding certificate, leave your high school diploma off.
- ▶ **Stay single-column.** Even on two pages, keep one column, standard headings, and no tables, text boxes, or graphics.

Example: Recent Role (Detailed)

Senior Risk Adjustment Coder

[Employer] | [Year] – Present

- Coded [#] HCC charts/day with [9X]% audit accuracy
- Validated diagnoses using MEAT criteria
- Trained [#] new coders on CMS-HCC guidelines

Example: Older Roles (Condensed)

Additional Experience

- Medical Billing Specialist – [Employer] | [Year] – [Year]
- Patient Access Rep – [Employer] | [Year] – [Year]

Start from the [RAC Experienced Coder Resume Template](#) — it is already set up this way.

Sources & Further Reading

This guide's formatting rules follow published ATS guidance from Jobscan. Read more:

- ▶ [Anatomy of an ATS Friendly Resume Format](#) (Jobscan) — www.jobscan.co/blog/20-ats-friendly-resume-templates/
- ▶ [Can an ATS Read Tables and Columns?](#) (Jobscan) — www.jobscan.co/blog/resume-tables-columns-ats/
- ▶ [5 Critical ATS Resume Formatting Mistakes to Avoid](#) (Jobscan) — www.jobscan.co/blog/ats-formatting-mistakes/
- ▶ [How to Write an ATS Resume](#) (Jobscan) — www.jobscan.co/blog/ats-resume/

Tip: Before you apply, test your resume against a real job posting with Jobscan's free resume scanner at jobscan.co.

Your experience tells a story—lead with the chapters that match the job you want.