FolioFie

ATS friendly resume checklist

Tick each box before you hit send.

1 Layout

- [ ] One column, top to bottom
- [ ] No tables, text boxes or sidebars
- [ ] Copies cleanly into a plain text editor

2 Headings and content

- [ ] Standard headings: Professional Summary, Work Experience, Education, Skills
- [ ] Job title, company and dates on every role, newest first
- [ ] Skills written as words, not bars, stars or icons

3 Details and file

- [ ] Contact details in the body, not the header or footer
- [ ] Common font (Arial or Calibri) at a readable size
- [ ] Text-based Word or PDF file, in the format the posting asks for

4 Tailoring

- [ ] Key terms from the job description, used where they're true
- [ ] Job title matched to the role where it's honest
- [ ] Accomplishments with numbers, not just duties

5 Final test

- [ ] Pasted into a plain text editor: order is right, nothing missing
- [ ] Read once by a person who isn't you

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