

Resume Final Check



Before you submit your resume, take a few minutes to make sure it is tailored to the job, easy to read, and ready for an online application.

Understanding ATS

What is an ATS?

An applicant tracking system (ATS) is software that some employers use to collect, organize, and screen job applications. Your resume may be scanned for relevant information and keywords before it reaches an employer.

How to Make Your Resume ATS-Friendly:

- ✓ Use relevant keywords from the job posting
- ✓ Use clear headings such as **Work Experience, Education, and Skills**
- ✓ Keep your formatting simple and easy to read
- ✓ Keep a simple structure, avoid text boxes, side bars or tables
- ✓ Keep important information in the main body of your resume
- ✓ Avoid excessive graphics, images, and decorative elements
- ✓ Follow the employer's instructions for the file type and application process

Before You Submit

Give your resume one final check:

- ☐ Did I tailor my resume to this specific job?
- ☐ Did I include relevant keywords from the job posting?
- ☐ Did I highlight my most relevant skills and experience?
- ☐ Are my contact details correct?
- ☐ Are my job titles, employers, and dates accurate?
- ☐ Did I check my spelling and grammar?
- ☐ Is my formatting consistent and easy to read?
- ☐ Did I attach the correct version of my resume?

Quick Tips Before You Apply:

- ✓ **Use a professional file name**
Example: FirstName_LastName_Resume.pdf
- ✓ **Keep a copy for yourself**
Save the version you submitted so you can refer to it when preparing for an interview
- ✓ **Save the job posting**
Keep a copy or screenshot of the posting after you apply. It can be helpful later when preparing for an interview