

ATS RESUME TEMPLATE



[Your Full Name]

[Your Phone Number] | [Your Email Address] | [LinkedIn Profile] | [Portfolio/Website (if applicable)] | [City, State]

Professional Summary

[Write a concise 3–4 sentence summary highlighting your key skills, years of experience, and career achievements. Tailor this section to the job description, incorporating relevant keywords.]

Core Competencies

[Bullet-point 6–8 key skills or areas of expertise relevant to the job. Use industry-specific keywords.]

- Example: Project Management | Data Analysis | Team Leadership | CRM Software | Budgeting & Forecasting | Strategic Planning

Professional Experience

[Job Title]

[Company Name] – [City, State]

[Month/Year] – [Month/Year or Present]

- [Achievement-oriented bullet point highlighting a specific accomplishment, using metrics if possible.]
- [Example: Increased sales by 25% through the implementation of a new CRM system.]
- [Example: Managed a team of 10 employees, improving productivity by 15% within six months.]

[Job Title]

[Company Name] – [City, State]

[Month/Year] – [Month/Year]

- [Focus on quantifiable achievements and responsibilities relevant to the job you're applying for.]
- [Example: Streamlined operational processes, reducing costs by \$50,000 annually.]
- [Example: Developed and executed marketing campaigns that increased customer engagement by 30%.]

Education

[Degree Earned]

[School Name] – [City, State]

[Month/Year of Graduation]

- [Optional: Include GPA if above 3.5 or relevant academic achievements.]

Certifications

- [Certification Name] – [Issuing Organization] – [Year]
- [Example: Project Management Professional (PMP) – PMI – 2022]

Technical Skills

[Bullet-point relevant technical skills, software, or tools.]

- Example: Microsoft Office Suite, Salesforce, Python, SQL, Adobe Creative Cloud

Additional Information

[Optional: Include volunteer work, languages spoken, or other relevant details.]

- Example: Fluent in Spanish and French
- Example: Volunteer, Local Food Bank – Organized community outreach programs

Formatting Tips for ATS Optimization

1. **Use a simple, clean font** like Arial, Calibri, or Times New Roman (10–12pt).
2. **Avoid headers, footers, tables, or graphics** that may confuse ATS.
3. **Use standard section headings** like “Professional Experience,” “Education,” and “Skills.”
4. **Incorporate keywords** from the job description naturally throughout your resume.
5. **Save your resume as a Word document (.docx)** or PDF (if the job posting allows).