



ATS RESUME CHECKLIST

From an ex-Amazon Recruiter who has reviewed 100,000+ resumes. Check every box before you apply.

Before you hit submit, check every box:

- Save as PDF unless the posting asks for Word
- Use standard headers: Work Experience, Education, Skills
- No tables, columns, or text boxes — ATS cannot parse them
- No photos, logos, or graphics
- Mirror keywords from the job description exactly
- Spell out acronyms and include the abbreviation
- Single-column layout
- City and state — no full address needed
- Quantify results: numbers, percentages, dollar amounts
- Tailor your summary to every role you apply to