

Resume Formatting Checklist (ATS Friendly)

- ATS Considerations
 - Do not use images, logos or colorful designs
 - Do not use a template
 - No headers or footers
 - Quantify when possible
 - No acronyms (unless well-known in the field)
 - Convert to a PDF each time you upload
- Place **Name** big and bold at top of resume (16 -24 pt. font)
- Include contact information on top of resume, under name or to the side (City, State, Zip, Email, Phone)
- **Objective** or **Summary of Qualifications** under name and contact information
 - Objective should:
 - Be Specific (include position title, company, and time frame)
 - Objective and Summary of Qualifications should:
 - Identify skills you possess (i.e., interpersonal, analytical, graphic design skills)
 - Indicate what you can offer the company, not what the company can do for you
- List **Education** after Objection or Summary of Qualifications (or after contact info in for using either)
 - List Southern Illinois University, Carbondale, Illinois
 - Include degree and major (i.e., B.B.A. Management) (degree may be listed first)
 - Include graduation date only (i.e., May 2015)
 - List cumulative and/or major GPA if 3.0 or above (*if enrolled in an engineering or technical program, GPA is required)
 - Include study abroad if applicable
 - Only list institutions from which you received a *degree*
- *Optional Section:* List **Relevant Coursework** under Education (*if needed to fill the page*)
 - List 4 – 8 advanced courses related to position/field (list only title of the course)
- List **Experience** (Internship, Work, Leadership, etc.) sections next
 - Place in reverse chronological order (*most recent* first)
 - Include Position, Company, City/State and Dates Employed (i.e., May 2011 – July 2013)
 - List a minimum of 3 bullet points for each position
 - Begin each bullet point with an action verb in the appropriate tense
 - Use numbers to quantify information (i.e., timeframe, money, etc.)
 - Bullet points do not require periods
 - Separate categories can include:
 - Class project Experience (detail individual/group projects by providing bullet points)
 - College Activities (can provide bullet points or just list)
 - Volunteer Experience (can provide bullet points or just list)
 - Honors and Awards (include dates)
 - Computer Skills

- Language Proficiencies
- Other Reminders:
 - Keep to one page if undergraduate, two plus pages if graduate or above
 - Don't use a template to format
 - Place dates on the right side of page
 - Stay consistent within format and layout (i.e., using italics, bolding items, etc.)
 - Use 10-12pt. traditional font (Ariel, Times New Roman, etc.) and no less than .5 margins
 - Tailor information to the position you are seeking and place most relevant information toward top of resume
 - Consider other categories that might specifically apply (Related Experience, Lab Techniques, etc.)
 - Do not include high school information unless first-year, related to position, or need to fill page
 - Do not list "References available upon request" (create separate reference page, use same header as resume)
 - Check for spelling/grammatical errors
 - Bring resume draft to SIU Career Services for review by a Career Advisor