To Do, Not To Do

o All those resume format templates are suitable for ATS

o Just replace with your information, and don't add fancy add on, don't change the order of the sections and work experience

o Don't insert any graphic elements, or more elaborate titles sections, logos, or symbols

o Keep your resume simple

To Do, Not To Do

o Use a normal font such as Arial, Courier or Times New Roman

o Stick with the standard titles like: qualifications, skills, professional experience / work experience, education

o Send your resume in a Word format rather than PDF

o Do not start your professional experiences by date

To Do, Not To Do

- Avoid using the header and footer of the word function

- Avoid making your resume on multiple columns

- Pay attention to the dates in the proper format