

5-Point ATS Checklist

Ensure Your CV Passes Automated Screening

■ 1. Use a clean, single-column layout

Avoid tables, text boxes, and multi-column formats. ATS systems often misread complex layouts, causing your information to appear jumbled or missing entirely.

■ 2. Include standard section headings

Use common headings like 'Experience', 'Education', 'Skills', and 'Summary'. ATS software looks for these standard sections to categorize your information correctly.

■ 3. Add relevant keywords from the job description

Mirror the exact terminology used in the job posting throughout your CV. If they ask for 'project management', don't just write 'managed projects'.

■ 4. Avoid graphics, logos, images, and unusual fonts

Stick to standard fonts like Arial, Calibri, or Times New Roman. Images and graphics cannot be read by ATS and may cause parsing errors.

■ 5. Spell out acronyms at least once

Write 'Search Engine Optimization (SEO)' before using just 'SEO'. This ensures the ATS catches your qualification whether it's searching for the full term or abbreviation.



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