



ABN 56 465 099 042

Resume Writing Tips

Your resume is your key link of communication to prospective employers.

Using a similar format to that shown below will allow your document to be easily read by the employer and allow us to read your resume directly on our screens.

Software

Preferred is a Microsoft WORD document (i.e Bill Bloggs Resume.doc)

Font

Arial is recommended.

TITLE – Arial 14 (Bold), Headings - Arial 11 (Bold), Script – Arial 10

Presentation

So here are six important tips to ensure that your resume will be properly interpreted by the ATS (Automatic Tracking System)

1. Do not use Microsoft tables or text boxes.

Most Applicant Tracking Systems cannot read information enclosed in tables or text boxes. So if your name or other important sections of your resume are in tables, remove the tables, and convert the sections to text.

2. Start your resume with PROFILE or PROFILE SUMMARY.

These important terms tell the ATS what section it is in. So if you just have a job title like Design Engineer, followed by your value proposition, this will not be seen without the Profile header. Instead have PROFILE: DESIGN ENGINEER and the Applicant Tracking System will correctly read the section after the word “profile.”

3. Clearly indicate other key sections.

Below your PROFILE or PROFILE SUMMARY, the other key sections are EXPERIENCE, EDUCATION, CERTIFICATIONS, and AFFILIATIONS. So don't preface your career chronology with something like “Value Offered.” It might not be seen.

4. Ensure your positions are understood.

The Applicant Tracking System is looking for Company name, Title, and Dates of employment and these must be entered in such a way that these can be identified.

The company name should be followed by Inc., Corp., Pty Ltd or something similar so the system can identify a company. You must also have these three components next to each other.

For example

This may not be interpreted correctly by the software-

ABC Engineering Pty Ltd.
Civil Structural Design Engineers
Senior Project Manager (6/2006-Present)

Instead show it as this -

ABC Engineering Pty Ltd Senior.Project.Manager.(6/2006-Present)
Civil Structural Design Engineers

Or as this -

ABC Engineering Pty Ltd..
Senior.Project.Manager
6/2006-Present
Civil Structural Design Engineers

Note too that if you have held multiple positions at the same company, you need to repeat the company name again, and again

5. Use Headers for subsequent pages.

If your resume is longer than one page long (which is fine), have ABC Engineering Pty Ltd (or whatever is extending to the next page) continued and/or your name and contact information at the top of the subsequent pages, this can confuse the Applicant Tracking System. It is better to use the MS Word Page Header function keep that information hidden from the ATS.

- **Then, on a separate page, add any references you may have.**

References

Flash Gordon drafting - John Smith - Chief Engineer – Ph #

Acer Plus Drafting Services - Gerry Belt - Chief drafter – Ph#

Note: Written references can be supplied but not essential. Phone numbers are very helpful.(no mobile numbers)

Follow these rules and your resume will be correctly interpreted by most Applicant Tracking Systems. And don't forget to have a "pretty" version of your resume to hand out when you are networking and in job interviews.