

Optimizing Your Resume Cheat Sheet

Purpose of a Resume: To get **read** by a human, they determine whether you get an interview

Beat the ATS

Did you know? **98%** of Fortune 500 companies use **ATS** to filter resumes

ATS scans for **keywords** and **rank**s resumes based on relevance

✓ **Aim for >85% score** to improve your chances. **Tailor** your resume to each job posting

What ATS Looks For:

- Hard & Soft Skills
- Education & Certifications
- Job Titles
- Years of Experience

Use AI to Save Time

AI tools like **ChatGPT, Gemini, or Copilot** (free versions are enough!) can help you:

1. Identify the keywords from the job description
2. Identify the keywords missing from your resume
3. Give you an estimated ATS score

⚠ Some hiring managers won't take a look at it if AI wrote your entire resume

Tips for ATS-Friendly Resume

- Use **standard fonts**: Arial, Calibri, Times New Roman
- **Avoid** headers and footers
- Use **standard section titles**: Summary, Work Experience, Education
- Stick to **text-based** formatting

No more missed chances, just more interviews!
Reach out to me at growthpartner@nelsonjong.com