

The 25-Point ATS Resume Checklist

Print this. Check every box before you hit Apply — most rejections happen before a human ever reads your CV.

Format & file (the parser test)

- Single-column layout — no side columns, tables, or text boxes
- No graphics, icons, skill bars, or photos in the parsed area
- Standard font (Arial, Calibri, Georgia, Inter) at 10–12pt
- Contact details in the page body — never in the header/footer area
- Text-based PDF (copy-paste test: text comes out complete and in order)
- File named FirstName-LastName-CV.pdf

Keywords (the ranking test)

- Read the job ad and list its 10–15 repeated terms
- Every term you honestly have appears in your CV
- Wording matches the ad exactly ("project management", not "managing projects")
- Abbreviations appear with their full form once: "Search Engine Optimization (SEO)"
- Your title line mirrors the job title you're applying for (when truthful)
- Skills section has 10–20 targeted entries, not 40 generic ones

Content (the human test — they read it after the ATS)

- Summary is 2–4 sentences and contains at least one number
- Every experience bullet starts with an action verb
- At least half your bullets have a measurable result
- Newest role first, with the most bullets; older roles get fewer
- No first person ("I", "my") — CV convention drops the pronoun
- Dates in a consistent format throughout (e.g., Jan 2023 – Present)

Hygiene (the rejection-proof test)

- Zero typos — read it aloud once, run a spellchecker once
- Professional email address (your name, not a nickname)
- LinkedIn URL included and the profile matches the CV
- No unexplained gaps — one honest line each
- One page (under ~8 years experience) or two pages max
- Tailored: summary and skills adjusted for THIS job, not copy-pasted

The 60-second shortcut

Build or import your CV at write.cv and this whole checklist becomes automatic: a **live ATS score out of 100** checks these rules as you type and tells you exactly what to fix first. Free, no signup, Arabic & English.