

BONUS 3 — ATS RESUME CHECKLIST

A quick final review before you submit a job application

AI Job Hunter Accelerator • Launch Edition

Bonus 3 — ATS Resume Checklist

A practical pre-application checklist. ATS systems vary, so this is a quality and readability checklist—not a guarantee of passing any screening system.

Content Checklist

- Target role is clear.
- Contact information is accurate.
- Education and experience dates are correct.
- Job titles and company names are accurate.
- Relevant skills are easy to find.
- Relevant projects/internships are included where useful.
- Bullets describe real responsibilities or achievements.
- Claims are truthful and supportable.
- No unexplained employment or education details remain.
- The resume is concise and relevant.

Readability & Formatting

- Use a clean, readable layout.
- Use standard section headings.
- Avoid excessive graphics, text boxes or decorative elements that can reduce readability.
- Keep formatting consistent.
- Use a professional file name.
- Check the exported PDF for broken lines, missing text and spacing problems.
- Make sure the document is easy for a human to scan.
- Follow the employer's requested file format and application instructions.

Job Description Match

- I extracted the important requirements from the JD.
- My resume emphasizes relevant real experience.
- Relevant terminology is used naturally.
- I did not add keywords for skills I do not have.
- My professional summary matches the target role.
- The final resume is tailored but still truthful.

Final Human Review

Read the complete resume once without AI. Ask: If a recruiter had only 20–30 seconds, would they understand what role I want, what I can do, and what evidence I have? If not, revise.

Important

No ATS checklist can guarantee selection. Screening depends on the employer, system, vacancy, applicant pool and many other factors. Focus on accuracy, relevance, readability and truthful evidence.