

10 Resume Tips to Get Noticed by Recruiters (and Their AI Tools)



1

Use Simple, Clean Formatting - Avoid graphics, columns, or tables that confuse resume scanners (ATS). Stick to standard fonts like Arial or Calibri.

2

AI Tools Scan for Recognizable Titles - match them closely to the roles you're applying for (e.g., "Marketing Manager" vs. "Brand Ninja").

3

Tailor Your Keywords to the Job Description - Scan the job posting and include specific phrases (skills, certifications, tools) used by recruiters and ATS.

4

Avoid Headers & Footers for Contact Info - ATS software may not read text in headers or footers. Keep your name, phone, and email in the main body.

5

Write Out Acronyms AND Full Terms - Use both "CRM" and "Customer Relationship Management" to ensure keyword matching.

6

Use a Chronological Format - Most AI systems prefer reverse chronological resumes - list your most recent experience first

7

Quantify Your Results - Use numbers to stand out: "Increased revenue by 35%, " "Managed 12-person team," "Closed \$1.2M in contracts."

8

Customized Your Resume for Each Role - AI tools rank matches. Tailoring your summary, job titles, and bullet points boosts your score and visibility.

9

Use Section Headers the Bot Recognize - Stick with basics like: "Professional Experience," "Skills," "Education" Avoid creative labels like "What I Bring".

10

Include a Skills Section With Specific Tools - ATS systems pull hard skills - list industry specific software (e.g., Salesforce, Jira, Hubspot) and soft skills separately.