PAPERSKATER TIP SHEET #09

YOUR RÉSUMÉ GOES THROUGH A ROBOT FIRST.

Beat the ATS — then impress the human.

THE MISTAKE

Pretty templates. Two columns, text boxes, graphics, your photo in a circle. **The robot mangles them — titles land in the wrong boxes and dates disappear.**

FIX IT TONIGHT

✓ **One column, plain headings**
Use plain headings like “Work History,” not “My Journey.” One column. No tables, no text boxes, no graphics.

✓ **Black text, white page, one normal font**
Boring wins. Skip the headshot — your face doesn’t get you past the filter. Your keywords do.

✓ **Save it as a PDF**
PDF looks the same on every screen — unless the posting asks for Word, then send Word.

Simple isn’t lazy. Simple is strategic. Beat the robot — then impress the human.

Want more 60-second résumé tips? *Optional — no spam, unsubscribe anytime.*

Send me tips