

ATS Resume Checklist 2026

Use this ATS checklist before applying to jobs. These resume optimization steps can help improve visibility in Applicant Tracking Systems and recruiter searches.

Resume Formatting

- Use a simple single-column resume layout
- Avoid tables, graphics, and text boxes
- Use ATS-friendly fonts like Arial or Calibri
- Keep font size at 11pt or larger
- Avoid headers and footers for contact information
- Save your resume as .doc or .docx

Keywords & Optimization

- Customize your resume for every application
- Use the exact job title from the posting
- Include keywords naturally in bullet points
- Mention relevant tools, software, and certifications

- Add measurable achievements where possible

ATS Compatibility

- Check spelling carefully
- Avoid special characters and icons
- Use consistent date formatting
- Spell out acronyms and certifications
- Use standard section headings

Final Review

- Compare your resume to the job description
- Run your resume through an ATS checker
- Check mobile readability
- Verify links and contact information
- Review formatting before submitting