



OPTIMIZING YOUR RESUME FOR AI SCREENING

Is your resume AI-ready? Applicant Tracking Systems (ATS) scan for relevance before a hiring manager ever sees it. To stand out, align keywords with the job description, use a clean, easy-to-read format, and highlight measurable results that demonstrate your impact.

1

Understanding AI Resume Screening

99% of Fortune 500 companies use Applicant Tracking Systems (ATS) to streamline hiring. These AI-powered tools evaluate resumes for relevance, keywords, formatting, and qualifications, with the goal of quickly matching candidates to job requirements.

Source: [Monster, 2025](#)

2

Boost Your Resume with Keywords

Increase your chances of passing AI screening by using keywords from the job description, highlighting hard and soft skills, and matching the exact phrasing employers list (e.g. "ERP systems," "financial analysis," "talent management").

3

Simplify Your Resume Format

Use a clean, text-based format with standard headers, fonts, and bullet points. Save as a Word document, avoid tables or images, and keep your resume to 1-2 pages (maximum 3) to ensure ATS compatibility and readability.

4

Optimize Your Experience Section

Start each bullet with strong action verbs, include quantifiable results such as percentages, dollar amounts, or growth metrics, and naturally repeat important keywords without overloading your resume.

5

Maintain Title Consistency

Align similar job titles for consistency, add brief clarifying parentheses when needed (e.g. "entry-level"), and keep titles straightforward so AI tools can easily recognize them.

6

Position Your Skills for Maximum Impact

Replace a generic summary with a core competencies box near the top, highlighting key skills, tools, and industry terms like QuickBooks, SAP, ADP, SQL, Financial Analysis, ERP Systems, or Talent Management to improve ATS keyword matching.

7

Perform the Final ATS Review

Use an ATS scanner such as Resumeworded, Jobscan, or Teal to review keyword alignment and formatting, and aim for a 70-80% match score to strengthen your results.