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Resume ATS Keyword Cheat Sheet

The formatting and keyword rules that keep a resume readable by applicant tracking systems.

1.	Single column rule	■
2.	Standard headings list	■
3.	No text boxes, no graphics	■
4.	Selectable-text PDF export	■
5.	Keyword mirroring method	■
6.	Achievements bullet prompt	■
7.	Master resume + tailored top	■
8.	The plain-text portal backup	■

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