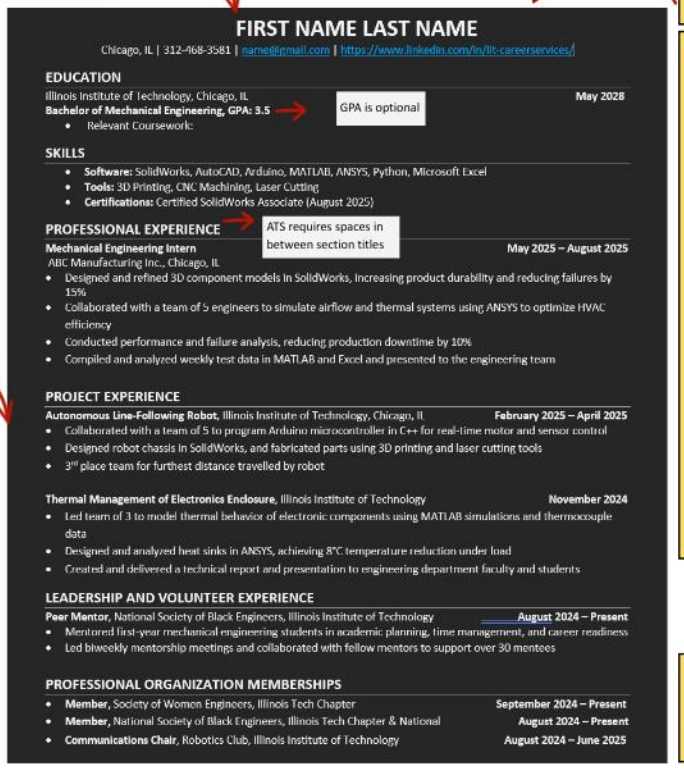
Making your resume ATS (Applicant Tracking Software) friendly

This is a template that you can use for your resume that is ATS-friendly. The resume sections do not need to be in this order, and section names can be tailored to your industry and experiences.
You should always tailor your resume (section order, skills, and bullet points) to the job description.

Your name should be bolded at the top of the page.

Show the full email and URLs as plain text, not hidden behind hyperlinked words.



FIRST NAME LAST NAME

Chicago, IL | 312-468-3581 | name@gmail.com | https://www.linkedin.com/in/iit-careerservices/

EDUCATION

Illinois Institute of Technology, Chicago, IL — **May 2028**
Bachelor of Mechanical Engineering, GPA: 3.5 — GPA is optional
- Relevant Coursework:

SKILLS

- **Software:** SolidWorks, AutoCAD, Arduino, MATLAB, ANSYS, Python, Microsoft Excel
- **Tools:** 3D Printing, CNC Machining, Laser Cutting
- **Certifications:** Certified SolidWorks Associate (August 2025)

PROFESSIONAL EXPERIENCE — ATS requires spaces in between section titles

Mechanical Engineering Intern — **May 2025 – August 2025**
ABC Manufacturing Inc., Chicago, IL
- Designed and refined 3D component models in SolidWorks, increasing product durability and reducing failures by 15%
- Collaborated with a team of 5 engineers to simulate airflow and thermal systems using ANSYS to optimize HVAC efficiency
- Conducted performance and failure analysis, reducing production downtime by 10%
- Compiled and analyzed weekly test data in MATLAB and Excel and presented to the engineering team

PROJECT EXPERIENCE

Autonomous Line-Following Robot, Illinois Institute of Technology, Chicago, IL — **February 2025 – April 2025**
- Collaborated with a team of 5 to program Arduino microcontroller in C++ for real-time motor and sensor control
- Designed robot chassis in SolidWorks, and fabricated parts using 3D printing and laser cutting tools
- 3rd place team for furthest distance travelled by robot

Thermal Management of Electronics Enclosure, Illinois Institute of Technology — **November 2024**
- Led team of 3 to model thermal behavior of electronic components using MATLAB simulations and thermocouple data
- Designed and analyzed heat sinks in ANSYS, achieving 8°C temperature reduction under load
- Created and delivered a technical report and presentation to engineering department faculty and students

LEADERSHIP AND VOLUNTEER EXPERIENCE

Peer Mentor, National Society of Black Engineers, Illinois Institute of Technology — **August 2024 – Present**
- Mentored first-year mechanical engineering students in academic planning, time management, and career readiness
- Led biweekly mentorship meetings and collaborated with fellow mentors to support over 30 mentees

PROFESSIONAL ORGANIZATION MEMBERSHIPS

- **Member**, Society of Women Engineers, Illinois Tech Chapter — **September 2024 – Present**
- **Member**, National Society of Black Engineers, Illinois Tech Chapter & National — **August 2024 – Present**
- **Communications Chair**, Robotics Club, Illinois Institute of Technology — **August 2024 – June 2025**

Formatting

- Professional font (e.g., Calibri, Arial, Times New Roman)
- 10 to 12 pt font size (no less than size 10)
- Simple format. Easy to skim and read quickly—bold most important information
- Do NOT include tables, columns, or images due to ATS's inability to read them
- Can be more than 1 page if you have enough experience, but this might vary by field or industry standards. It's not about # of pages; it's about RELEVANCE to the Job Description.
- Margins of 0.5 to 1 inch on all sides. Narrower margins can help fit more content, but going below 0.5 inch makes the page look crowded and can cause text to be cut off when printed.
- Use a consistent date format throughout, such as Month Year – Month Year (e.g., Jan 2026 – May 2026)

Project Experience

- Include a Projects section if you have limited work experience or if your projects are highly relevant to the job (academic, personal, capstone, hackathon, or freelance work all count).
- For each project, list the project name, your role, tools or technologies used, and dates.
- Use 2–3 bullet points per project that start with action verbs and focus on what you built, your specific contribution, and the result (e.g., "Built a budgeting web app using React and Firebase, used by 50+ students").
- Quantify results wherever possible: users, accuracy, time saved, performance improvements.
- Prioritize projects that match the skills and keywords in the job description, and put the most relevant ones first.
- For team projects, make clear what you personally did, not just what the team accomplished.
- Add a plain-text link to the project (GitHub, portfolio, live demo) if one is available.

Include volunteer work and professional memberships that relate to the job, listing the organization, your role, and dates, and highlight leadership or measurable impact.

ILLINOIS TECH