

# ATS Classic Resume

Resume template / DOCX, Google Docs, text-based PDF

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## Best for

Applicants submitting through large-company ATS portals

## Summary

A restrained single-column resume with standard headings, live text, and no layout traps that commonly confuse parsers.

## Sample Skills

- Applicant tracking system safe formatting
- Keyword grouping
- Concise achievement bullets

## Sample Impact Bullets

- Improved monthly reporting cadence by consolidating inputs from 5 teams into one executive-ready workflow.
- Reduced handoff errors by documenting ownership, review steps, and deadline expectations.
- Partnered with stakeholders to prioritize work by business value, risk, and delivery effort.