

Plug-in Partner, Press Play to Build Success



# FORMAT YOUR CV ATS COMPLIANT

Review your CV with ATS precision



## PERSONAL INFO



### **BENJAMIN SHAH**

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Firstly you do not need a picture on your CV, that's what LinkedIn is for

Secondly, ensure your CV is in either a **word doc or pdf** file as these are currently the format an ATS recognises.

Your personal information should always include the following:

- Name
- Contact number
- Email
- Portfolio link
- LinkedIn page
- Location: only city or country you are in (not full address not necessary) state if its remote, onsite or hybrid you're looking for

Most importantly, ensure the fonts used are **readable** otherwise how are recruiters to contact you!



## PROFILE SUMMARY

#### PROFESSIONAL SUMMARY

Results-oriented Mechanical and Mechatronics Engineer seeking a challenging position to apply expertise in designing and implementing innovative solutions for complex engineering challenges. Proven track record of success in project management, problem-solving, and cross-functional collaboration. Adept at utilising cutting-edge technologies to optimise processes and enhance overall efficiency.

About Me section should be between 4 - 5 sentences, demontrating:

- Who you are
- What you do
- Where you see yourself in your next role (optional)

Fonts used should be professional and more importantly readable! You can use this section on a cover letter if you are looking to save space on your CV.

Don't be shy to show your personality, skillset or experiences, key achievements in here - go ahead and blow that trumpet!



# PROFESSIONAL EXPERIENCE

#### WORK EXPERIENCE

#### Mechatronics Engineer, Borcelle Technologies

Jan 2023 - Present

- Led development of an advanced automation system, achieving a 15% increase in operational efficiency.
- Streamlined manufacturing processes, reducing production costs by 10%.
- Implemented preventive maintenance strategies, resulting in a 20% decrease in equipment downtime.

**Career History** should always show in the format of:

### Name of the company Job Title

Jan 2023 - Present

Key responsibilities should be in bullet form format. Structuring it by using either **STAR or FAB method** to demonstrate your skillset, experience and achievements.

Ensure to list the projects you've worked on within each role. If the project is under NDA, describe the style of work you're responsible for and also try to obtain permission to share screen during an interview by your manager or client of the NDA project.

Using the STAR or FAB method helps demonstrate your key achievements and skillset, especially when telling a story. You can also use this method for your interview preparation too.

Formatting your CV this way also makes the information more digestible for a recruiter or potential employer.



# STAR | FAB METHODS

#### **STAR Method:**

#### S - Situation

What was the context of the situation?

#### T - Task

Describe the task you were given or goal of your efforts

#### A - Action

Describe the steps you took to complete the task or fix the issue

#### R - Results

Describe the outcome of your actions or what was achieved

#### **FAB** Method:

More on FAB

#### F - Feature

Provide facts about your work experience and objectives

#### A - Accomplishment

What was accomplished and how?

#### **B** - Benefits

Give an example that shows what you are capable of

Watch episode Game On and Stand Out via OnLive Games for more insights







# EDUCATION

#### **EDUCATION**

#### Bachelor of Mechatronics Engineering with Honours

Aug 2016 - Oct 2019

University of Engineering Excellence

- · Major in Automotive Technology.
- Thesis on "Technological Advancements within the current Mechatronics Industry".

#### Diploma in Mechanical Engineering

May 2014 - May 2016

**Engineering University** 

· Relevant coursework in Structural Design and Project Management.

Education should always show in the format of:

# **Qualification Name of University**

Jan 2014 - Dec 2016

It is not necessary to enlist the models you have studied but if you do want to enlist them, ensure it is in a bullet point format.

If you are including the projects you have worked on during university, ensure the tasks are in bullet point format and showcase the relevance to the job description you are applying for.

Most importantly it is written in a professional clear font making it easy to read and digest the information.



## **ACHIEVEMENTS**

Your CV speaks volume of your skillset and experiences. First impressions are always important!

Fun Tip: It takes a recruiter seven seconds to review a CV, making a decision of whether the application goes into the yes, maybe or no piles.

Be sure to enlist key achievements either after your "About Me" section or if you have space, within each employment by using the STAR or FAB method to construct in a bullet point format.

Also do not forget to list the projects you have worked on whether it is AAA, AA or Indie - every game counts!



# **DESIGN MATTERS**

Whilst we are in a creative and innovative industry, it is important that your CV is either in *Word Doc or PDF file* as these are the documents that an ATS recognises.

- Ensure that your CV is visually appealing and easy to read
- Choose a professional font, maintain consistent formatting, and use spacing effectively. A clean and organised design reflects your attention to detail, professionalism and making your CV stand out in a crowded market.
- Ensure you also have a section on the software and tools that you have experience using as this will also increase your score card on an ATS.
- Within your key responsibilities section, ensure that you are using key words from the job description you are applying for as again this will help increase your score card on an ATS.

# STAND OUT & GET HIRED!

By the following these tips, you'll create a CV that not only captures attention but also effectively showcase your strengths.

Invest time in perfecting your CV - it is a key step in landing your dream job.

"May the odds be in your favour"

Good luck, all the best on the hunt!

