

Resume parse test checklist

Use this before you submit an application. It takes about five minutes.

1. Check the file

- ☐ The file is a PDF or DOCX, and the application accepts it.
- ☐ The file is under 2.5 MB. Greenhouse says it cannot parse larger resumes.
- ☐ I can highlight text in the PDF with my cursor. A scan or photo will not highlight.
- ☐ My name, phone and email sit in the main body of page one, not in a header, footer or text box.
- ☐ The resume uses one column.
- ☐ Headings are plain, such as Summary, Skills, Experience, Education and Certifications.
- ☐ No photo, icon, chart or skill bar holds key information.
- ☐ Job titles and employer names are written in full.

2. Run the copy and paste test

1. Open your final PDF or DOCX, not an older draft.
2. Select all text, copy it, and paste it into a plain text editor.
3. Read the pasted text from top to bottom. Is your name first? Are sections in the right order?
4. Look for jumbled lines, missing words, odd symbols or letters split apart.
5. Fix the source file, export it again and repeat until the pasted text reads cleanly.

3. After you upload, check the parsed fields

Some career sites show the filled in fields before you submit. Compare each one with your resume.

Field	Looks right?	What to fix
Full name	☐ Yes ☐ No	
Email and phone	☐ Yes ☐ No	
Latest job title	☐ Yes ☐ No	
Latest employer	☐ Yes ☐ No	
Latest dates	☐ Yes ☐ No	
School and degree	☐ Yes ☐ No	
Skills	☐ Yes ☐ No	