BOARD INFINITY

COURSE 3 OF 4 · CAREER LAUNCHPAD ESSENTIALS SPECIALIZATION

Step-by-Step Resume Building: Job-Winning ATS-Proof Resumes

Full course syllabus - every module, video lesson, reading and assignment, from recruiter insight to a tailored resume.

Board Infinity
Instructor · Offered on Coursera

5	33	17	2 weeks
Modules	Video lessons	Assignments	At 10 hours a week

INSIDE THE COURSE

01	Foundations of a Winning Resume	4 hours to complete
02	Planning Your Resume - Research & Preparation	3 hours to complete
03	Polishing and Finalizing Your Resume	3 hours to complete
04	Tailoring Your Resume to Job Opportunities	3 hours to complete
05	Special Topics, FAQs, and Course Closure	3 hours to complete

Enroll on Coursera

https://www.coursera.org/learn/step-by-step-resume-building-job-winning-ats-proof-resumes

01 ABOUT THE COURSE

Past the ATS, and into the interview.

A structured, step-by-step approach to building a job-winning, ATS-proof resume - for fresh graduates, career changers and experienced professionals. It starts with what recruiters and applicant tracking systems look for.

You then plan with a personal SWOT analysis and a Master Resume, polish format and design, tailor versions for each job, and work through special cases like career gaps - 33 videos, 5 readings and 17 assignments in all.

WHO IT'S FOR

Students
Writing a first resume from projects and activities.

Fresh graduates
Applying for entry-level roles through ATS portals.

Career changers
Reframing transferable skills for a new field.

Professionals
Updating an existing resume to win more interviews.

WHAT YOU'LL LEARN

01 **Think like a recruiter** Module 1
Understand how recruiters and ATS systems evaluate resumes - keywords, structure and key elements

02 **Write with STAR** Modules 2 & 5
Apply frameworks like STAR to highlight achievements and professional experience

03 **Format for impact** Module 3
Master formatting, design and content structure for readability and recruiter engagement

04 **Tailor in minutes** Modules 2 & 4
Build a Master Resume, then tailor role-specific versions to match each job description

02 SYLLABUS

Five modules, plan to tailored resume.

2 weeks to complete at 10 hours a week. Flexible schedule - learn at your own pace.

01 Foundations of a Winning Resume

4 hours

What recruiters look for, how ATS filter resumes, first impressions

12 videos

BY THE END OF THIS MODULE YOU CAN

- Position your resume as a career marketing tool, not a list of duties
- Explain how recruiters review resumes, including the 6-second scan
- Describe how applicant tracking systems filter resumes

CONTENTS: 12 videos (27 min) · 1 reading (60 min) · 4 assignments (105 min)

DISCUSSION: The Resume That Opened Doors (10 min) · 2 plugins (30 min)

TOPICS: The Strategic Purpose of Your Resume · Inside the Recruiter's Mind · Preparing for Resume Success

You'll leave with: a clear picture of how your resume is screened - by people and ATS.

02 Planning Your Resume - Research & Preparation

3 hours

Skills, career goals, a SWOT analysis and your Master Resume

6 videos

BY THE END OF THIS MODULE YOU CAN

- Identify your hard, soft and transferable skills, and set career goals
- Conduct a personal SWOT analysis
- Build a Master Resume, brainstorming achievements and verifying claims

CONTENTS: 6 videos (11 min) · 1 reading (60 min) · 3 assignments (90 min)

TOPICS: Self-Assessment and Career Planning · Creating Your Master Resume

You'll leave with: a Master Resume - the base for every tailored version.

03 Polishing and Finalizing Your Resume

ATS-friendly formatting, proofreading, editing and maintenance

3 hours
4 videos

BY THE END OF THIS MODULE YOU CAN

- Format and design a resume that is ATS-friendly and easy to read
- Proofread, edit and run final checks before you send it
- Keep your resume current with versioning and maintenance

CONTENTS: 4 videos (8 min) · 1 reading (60 min) · 3 assignments (90 min)

DISCUSSION: What Makes a Resume Easy to Read? (10 min) · 1 plugin (15 min)

TOPICS: Resume Formatting, Design and Editing · Keeping Your Resume Current

You'll leave with: a clean, ATS-friendly resume and a routine for keeping it current.

04 Tailoring Your Resume to Job Opportunities

Adapting to job descriptions and managing multiple versions

3 hours
4 videos

BY THE END OF THIS MODULE YOU CAN

- Explain why tailored resumes outperform generic ones
- Adapt your resume to each job description and its keywords
- Create and manage multiple versions without losing consistency

CONTENTS: 4 videos (9 min) · 1 reading (60 min) · 3 assignments (90 min)

TOPICS: Foundations of Resume Tailoring · Advanced Tailoring & Resume Versioning

You'll leave with: a fast, repeatable way to tailor your resume for every job.

05

Special Topics, FAQs, and Course Closure

Entry-level resumes, career gaps, job-hopping and overqualification

3 hours

7 videos

BY THE END OF THIS MODULE YOU CAN

- Choose the right strategy for a fresh graduate or an experienced professional
- Structure an entry-level resume
- Address career gaps, job-hopping and overqualification professionally
- Separate resume myths from what actually works

CONTENTS 7 videos (18 min) · 1 reading (60 min) · 4 assignments (105 min)

TOPICS

- Resume Strategy Based on Experience Level
- Advanced Personalization and Version Management
- Myths, Misconceptions, and Final Insights

You'll leave with: confident answers for gaps, short stints and seniority on your resume.

03 TOOLS & SKILLS

The frameworks you use, and what you keep.

Applicant tracking systems
Modules 1 & 3

How ATS filter resumes before a recruiter sees them.

In this course: Formatting and keywords that get yours through.

The STAR framework
Achievements

Situation, Task, Action, Result.

In this course: Turning experience into results-driven bullets.

Personal SWOT analysis
Module 2

Strengths, weaknesses, opportunities and threats.

In this course: The research that shapes your resume.

The Master Resume
Modules 2 & 4

One complete record of your experience.

In this course: The base for every tailored version.

SKILLS YOU LEAVE WITH

Writing it
- Writing
- Content Optimization
- STAR achievement bullets
- Tailored summaries

Structuring it
- Document Management
- ATS-friendly formatting
- Design & readability
- Proofreading & editing

Managing it
- Process Development
- Master Resume upkeep
- Version management
- Career goal setting

04 CERTIFICATE & CAREER

Finish with a shareable certificate.

Add it to LinkedIn
Add this credential to your LinkedIn profile, resume, or CV.

Share it anywhere
Share it on social media and in your performance review.

Earned, not attended
Awarded on a graded assessment in each of the five modules.

Course 3 of 4
Part of the Career Launchpad Essentials Specialization from Board Infinity.

WHERE THESE SKILLS COUNT

Campus placements · Entry-level applications · ATS-based job portals · Career changes · Returning after a gap · Interview preparation



Board Infinity

Instructor · Offered on Coursera · 287 courses

Beginner level · English + 3 languages · Flexible schedule

Ready to build a resume that gets the call?

Enrollment, lessons, grading and the certificate all happen on Coursera.

Enroll on Coursera

Course page:
coursera.org/learn/step-by-step-resume-building-job-winning-ats-proof-resumes

Want a coach alongside the course?

Board Infinity 1:1 coaching is a separate, optional Board Infinity offering - it is not part of the Coursera course. Details: https://www.boardinfinity.com/career-coaching/

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