

## HOW TO CREATE A RÉSUMÉ THAT IS ATS COMPLIANT

An applicant tracking system (ATS) is a software application that electronically handles the screening of resumes for hiring needs and company's recruiting efforts. An ATS software will filter a resume based on any given criteria's such as keywords, skills, employers, years of experience and schools attended. Most job and resume boards have partnerships with ATS software providers. Included are LinkedIn, Monster, Hotjobs, CareerBuilder and Indeed.

Just uploading your résumé today isn't enough. You filled out the job application, updated your résumé and clicked "submit." But as the days or weeks pass, you never receive a phone call or email from the employer. What happened?



Unknown to jobseekers, around seventy-five percent of résumés are never seen by human eyes. Therefore never getting your résumé in front of the hiring manager. Why is this? Employers of any size are now using an applicant tracking software to decipher the information from your résumé. This system then maps the résumé data into a database called an Applicant Tracking System (ATS).

Using this information, the software system will assign you a score. This score is based on how well you match the job requirements the employer is trying to fill. Résumé formatting and keywords are essential to be compliant with the ATS software. Finally, based on the match of the résumé, the system will then rank and sort the candidate's applications. The applicants with the highest scores move on and may get in front of the hiring manager, while others are left out of the selection.



## 22 WAYS TO MAKE SURE THAT YOUR RÉSUMÉ IS ATS COMPLIANT?

- 1** If you don't have at least 85% of the required skills, don't apply.
- 2** Stick to a chronological résumé format, not a functional one.
- 3** Don't use headers and footers. It is not recognized by ATS
- 4** Use typical names for section titles like "Education", "Work Experience", "Personal Details" etc.
- 5** Bold your section titles.
- 6** Use the same keywords in your résumé as were used in the job description.
- 7** Mirror the wording from the actual job description in your résumé.
- 8** Don't use synonyms to replace key word. ATS systems don't understand synonyms. They are not programmed into the system.
- 9** Use one standard font. Best standard fonts are Cambria, Georgia, or Book Antiqua, and use a font size between 10 and 12.
- 10** Only use common and well known abbreviations.
- 11** Customize your résumé to each different position you apply for.
- 12** Only use *Italics* to highlight key points.
- 13** Don't use big or flashy bullets.
- 14** Avoid fancy embellishments or characters.
- 15** Do not use tables.
- 16** The right and left margin need to be the same measurement.
- 17** The top and bottom margin should be no less than 0.5 in.
- 18** Have your formatting be consistent throughout the entire document. i.e. font type, font size, margins, bullet points, spacing, color, indentations.
- 19** Use a spellchecker.
- 20** Proof-read! Proof-read! Proof-read!
- 21** If you use the PDF format, make sure you export it from your MS Word or whatever word process software you are using. Do not scan your CV into an image (.jpg or .gif)
- 22** Submit your CV preferably in .doc, .docx or .pdf format.