APPLICANT TRACKING SOFTWARE

An Applicant Tracking Software (ATS)-friendly resume is a resume that is easy to scan, meaning it is simply formatted with clearly defined sections and without tables, images, charts or other formatting objects. An ATS resume also features keywords relevant to the position and is included in a thoughtful manner.

Study the job description in the job listing. Make note of any words that are repeated or that the employer made a point to highlight, such as in a required or preferred qualifications section. Take these keywords and compare them to your skills and experience and naturally weave the keywords that overlap with your background into your resume. An applicant tracking system is programmed to look for keywords, and your best source of what those keywords might be will be the job listing itself.

You should use the reverse chronological resume format for your ATS resume to ensure the ATS identifies all sections and information correctly. This resume format is simple, featuring clearly defined sections for your name/contact information, summary or objective, education or experience and skills. The reverse chronological format lists your experience or education section in reverse order, starting with the most recent item.

When used appropriately, bullet points are a great method for highlighting accomplishments and qualifications on a resume. However, if you choose an elaborate symbol for your bullets, your important selling points could get scrambled. Avoid using intricate characters when creating a bulleted list on your ATS-compliant resume. Stick to the simplest options, such as a solid circle, open circle, or square, to ensure your bullet points enhance your resume, rather than make it incompatible with an ATS.