

Applicant Tracking Systems (ATS)

ATS are software programs that screen resumes and application submitted to most job search sites and employer websites. Employers program the ATS to search resume and application for the keywords in a job description. As applications come in, the ATS scores each one and puts it in rank order based on how well it meets the employer's list of criteria.

But unlike a human reader, the software is likely to reject resumes because:

- Qualified candidates fail to use the employer's chosen keywords
- The system doesn't recognize unusual fonts or formatting
- Candidates lack the preferred experience, but may have qualifications that could make up for what's missing

How does ATS impact your job search?

If you are applying for work over the Internet your resumes and your applications are probably being screened by one of these ATS programs. That means a computer is having the first look at your resume not a human. If your resume or application does not score well in the ATS a human will never see it.

Job searching on the Internet was never the most effective way to find work. Only 5% of job seekers got employed this way. Now, unless you know how ATS programs work, it can be worse. Some job seekers say it's like sending your resume down a black hole.

ATS experts recommend that any resume you submit over the Internet be formatted for ATS. That means you will probably need two types of resumes, a simple one that ATS can read and a fancy one for hand delivering to employers at interviews, job fairs, networking events, etc.

Optimize Your Resume for Applicant Tracking Systems

Use these tips to improve the chances that your resume will pass through the ATS to be reviewed by Human Resources staff:

1. Use thoughtful, relevant keywords
Analyze the job posting to identify job requirement keywords, then use those exact terms in your resume. Any variation from what's written in the job posting may be missed.
 - Aim to use each keyword twice, more is not helpful
 - Modify your resume keywords for different job openings
 - Ask someone in a similar job to check your terminology; find people in similar jobs on LinkedIn
 - Check professional association websites and publications for ideas for keywords
 - For additional keywords, review an Occupation Profile and check the knowledge, skills and abilities

Resource:

2. Follow the posting's instructions to the letter

Send only the documents requested by the posting, and use the requested format. If no format is specified, use Word or plain-text files. Avoid scanning resumes and sending them as an image; these will not be recognized.

3. Prioritize formatting details

- If a font is not specified, use a basic font such as Calibri, Arial, or Times New Roman, with font size of 11 or 12 (10 to 14 is generally OK)
- Bold and all capital letters are OK to use, but avoid using italics and underline
- Bullet points are fine, but only use solid circles, open circles, or solid squares
- Avoid graphics, logos, charts, tables and columns – this will disrupt the ATS' ability to read text
- Lines and borders may be used as long as they do not touch any text
- For your name and contact information, avoid extra spaces and special characters
- For dates, use the standard format MM/DD/YYYY or Month, YYYY; avoid abbreviations, such as '19
- When a job posting requests the day a past job began and ended, be sure to include one, even if you have to estimate it
- Margins of 1" on all sides are typical
- Putting extra keywords in a white font on your resume will not "trick" an ATS

4. Choose a resume style that's compatible with an ATS

A chronological work history, with jobs listed in order by date, should be used to ensure the ATS will successfully interpret it.

While a functional resume may best highlight your transferable skills, it is likely to be rejected by an ATS. You can use a section such as "highlights of qualifications" or "professional summary" for transferable skills, just include your work history as well.

5. Keep these general tips in mind

- Customize your resume for each job application
- Resume length: 1-2 pages
- The general rule is to include your previous 10 years' work history. If your most relevant experience is older, consider noting it in a professional summary / highlights section, but not in work history.
- ATS systems check both for your work experiences and the number of years on the job.

Since nearly all Fortune 500 companies use an ATS in their hiring process, double down on this advice if you apply to a job with one of them. But keep in mind that networking is still the best way to bypass ATS systems and get your resume directly into the hands of hiring managers.

Resource:

Fancy Resume

Betty Nice

Modesto, CA 95111

(209) 123-4567 ♦ bettynice123@yahoo.com

OBJECTIVE

Seeking a **Waitress** position

SKILLS

-
- | | |
|--|--|
| <ul style="list-style-type: none"> ♦ Bilingual – English / Spanish ♦ Cooking experience ♦ Taking food orders from customers ♦ Quick learner, helpful, organized ♦ Janitorial skills | <ul style="list-style-type: none"> ♦ 4+ years of customer service ♦ Conflict resolution experience ♦ Receiving & stocking inventory ♦ Reliable, polite, trustworthy ♦ Active, upbeat, dedicated |
|--|--|

EXPERIENCE

-
- | | | |
|--|-------------|--------------------|
| Garcia JoJo's | Modesto, CA | 04/2011 to 09/2012 |
| <i>Cashier & Waiter</i> | | |
| <ul style="list-style-type: none"> ♦ Served Customers in a fast pace carry out restaurant ♦ Cleaned and organized kitchen and eating area ♦ Prepared daily food items, simple beverages and food as ordered ♦ Requested and recorded customer orders also took payment | | |
| | | |
| Florence | Modesto, CA | 10/2010 to 04/2011 |
| <i>In Home Care Taker</i> | | |
| <ul style="list-style-type: none"> ♦ Provided bedside care such as personal hygiene assistance ♦ Performed housekeeping duties such as cooking, cleaning, washing clothes and running errands | | |
| | | |
| Walmart | Ceres, CA | 03/2009 to 10/2010 |
| <i>People Greeter & Cashier</i> | | |
| <ul style="list-style-type: none"> ♦ Greeted customers ♦ Answered questions regarding the store and its products ♦ Bagged items for customers ♦ Cleaned shelves, counters and main entrance doors | | |
| | | |
| McDonald's | Ripon, CA | 07/2008 to 03/2009 |
| <i>Cashier</i> | | |
| <ul style="list-style-type: none"> ♦ Cleaned and organized eating area, restrooms and kitchen ♦ Prepared and served cold drinks or frozen milk shakes and ice creams ♦ Cooked or prepared food items such as French fries, salads and pies | | |

EDUCATION

Associates Degree	Modesto Junior College	Modesto, CA	2015
GED	Argus High School	Ceres, CA	2009

ATS Resume

Betty Nice
Modesto, CA 95111
(209) 123-4567
bettynice123@yahoo.com

SKILLS

- * Bilingual – English / Spanish
- * 4+ years of customer service
- * Cooking experience
- * Conflict resolution experience
- * Taking food orders from customers
- * Receiving & stocking inventory
- * Quick learner, helpful, organized
- * Reliable, polite, trustworthy

EXPERIENCE

Garcia JoJo's
Cashier & Waiter
04/2011 to 09/2012
Modesto, CA

- * Served Customers in a fast pace carry out restaurant
- * Cleaned and organized kitchen and eating area
- * Prepared daily food items, simple beverages and food as ordered
- * Requested and recorded customer orders also took payment

Walmart
People Greeter & Cashier
03/2009 to 10/2010
Ceres, CA

- * Greeted customers
- * Answered questions regarding the store and its products
- * Bagged items for customers
- * Cleaned shelves, counters and main entrance doors

McDonald's
Cashier
07/2008 to 03/2009
Ripon, CA

- * Cleaned and organized eating area, restrooms and kitchen
- * Prepared and served cold drinks or frozen milk shakes and ice creams
- * Cooked or prepared food items such as French fries, salads and pies

EDUCATION

Modesto Junior College
Associates Degree
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Modesto, CA

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