Building a Resume that Works with Applicant Tracking Systems (ATS)

When it comes to job hunting, crafting a resume that can pass through applicant tracking systems (ATS) is just as important as creating a well-written, relevant resume for human readers. These systems are designed to screen resumes based on specific keywords, phrases, and formatting, and can often be the first step in the application process. Here are some tips on how to create a resume that can easily be read by applicant tracking software:

1. Use relevant keywords

It's important to use keywords and phrases that are relevant to the job you're applying for throughout your resume. This not only helps human readers quickly identify your qualifications, but also helps ATS systems recognize that you have the necessary skills and experience. Look for relevant keywords in the job description and use them throughout your resume, but be sure not to overuse them.

2. Use simple formatting

Stick to a simple, easy-to-read format for your resume. Avoid using graphics, images, or complicated formatting. This can confuse the ATS system and cause it to skip over important information. Instead, use a simple font and stick to basic bullet points and headings.

3. Include relevant information

Make sure to include all relevant information, such as your work history, education, and skills. However, avoid including unnecessary information that could clutter your resume and confuse the ATS system. For example, avoid including hobbies, personal information, or unrelated work experience.

4. Optimize your file format

When submitting your resume, be sure to use a file format that is compatible with most ATS systems, such as a Word document or PDF. Avoid using formats like JPEG or PNG, which can cause problems with ATS systems.

5. Proofread carefully

Spelling and grammar errors can hurt your chances of passing through an ATS system. Be sure to proofread your resume carefully and use a spell-check tool to catch any mistakes.

6. Test your resume

Before submitting your resume, test it through an ATS system to ensure that it can easily be read and understood by the software. You can find free ATS testing tools online that will scan your resume for compatibility.

Crafting a resume that can easily be read by applicant tracking software is an important step in the job application process. By using relevant keywords, simple formatting, including relevant information, optimizing your file format, proofreading carefully, and testing your resume, you can increase your chances of passing through ATS systems and landing an interview. Good luck with your job search!