

ATS Guide

What is it?

An applicant tracking system (ATS) is a software used by companies to assist with human resources, recruitment, and hiring needs. Applicant tracking systems are primarily used to help hiring companies collect, organize, and filter through a large number of applicants

Who uses it?

99% of Fortune 500 companies, and a growing number of small to mid-sized businesses, filter resumes through an applicant tracking system (ATS). Top employers hire for several jobs at a time and receive hundreds of resumes for any given opening. Applicant tracking systems keep all these resumes in one place and help recruiters and hiring managers stay organized as well.

What you need to know...

Some recruiters still choose to glance at every job application that comes through their ATS, but will determine whether they want to learn more in about 6 seconds. It's important to make sure that your top skills and qualifications are easily identifiable at a quick glance. Some applicant tracking systems can automatically compare and rank your resume to the job description. In order to optimize your application, carefully tailor your resume to the job description and include relevant keywords, skills and/or titles.

- Use both the long-form and acronym version of keywords for maximum searchability
- Don't use tables or columns
- Use a traditional resume font like Helvetica, Garamond, or Georgia
- Don't use headers or footers
- Use standard resume section headings
- Save your file as a .docx