



OPTIMIZE YOUR RESUME FOR ATS SOFTWARE

WACKERLE CENTER FOR CAREER, LEADERSHIP AND FELLOWSHIPS

You may think that the first obstacle to getting a job interview is a recruiter's judgement, but in reality 99% of fortune 500 companies and a large number of small and mid-sized businesses filter resumes through an applicant tracking system (ATS) before a recruiter takes a look. This software helps them collect, sort and select applicant resumes they warrant further review by a recruiter.



99% OF FORTUNE 500 COMPANIES USE ATS

KEYWORDS MATTER

Recruiters will commonly sort resumes using a keyword search from the job description. This search looks for matches in title, responsibility and skill wording in your resume. If you want to be included in the search results you'll want to have as many keyword matches as possible.

See our "Tailor Your Resume and Cover Letter" handout for more specific keyword tips.

Some ATS systems are outdated and convert your resume so it can better search for keywords. When this happens, much of your background is lost, including critical information you want the employer to know. You must minimize the chance of this happening by keeping your formatting simple and consistent. This means, no text boxes, no pictures, no colored fonts, no resume templates. Open a word document on your computer and create a plain text resume is your best option.

HOW DO YOU MAKE YOUR RESUME ATTRACTIVE TO ATS?

- Tailor your resume for every position you apply for
- Use keywords taken from the job description
- Focus your bullet points on the most relevant and impactful information for that job
- Keep formatting simple and consistent

DON'T BE TRICKY

Your attempt to trick the system will backfire. Stuffing your resume with keywords or slipping them into the background in white text will be obvious to recruiters. Once recruiters recognize this they will toss your resume immediately.

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