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Struggling to get interviews? It could be

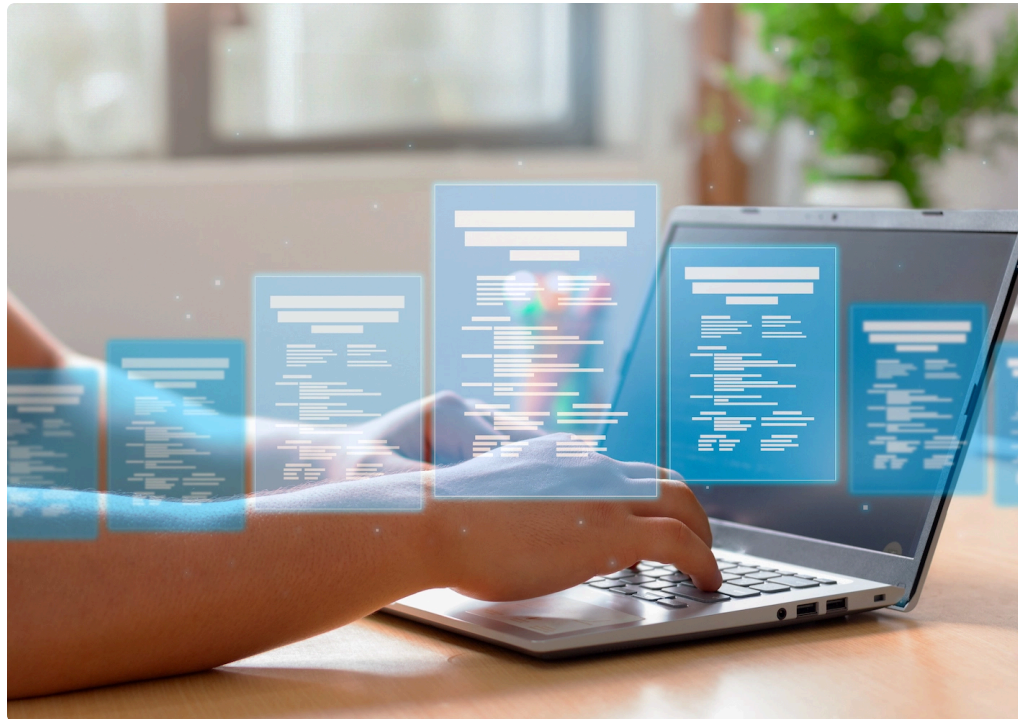
Get your resume score

now to quickly create an ATS resume that gets noticed.



Author:
Kelsey Purcell,
CPRW

Get Your Resume Score



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Not getting enough interviews? Then you might need to create an ATS resume.

How do companies use

Most companies use ATS software to manage the flood of resumes they receive through online applications. If your resume isn't optimized for the ATS, it could make it difficult for recruiters to find it, let alone read it.

Step 1. Use the job description
This guide will show you how to write an ATS resume that uses the right keywords, is formatted correctly, and highlights the experience recruiters are searching for.

Step 2. Add skills and keywords from the job description to your resume

Step 3. Format your resume for the ATS (and recruiters)

How to create an ATS resume faster

Get your resume score

Triple your chances of getting an interview with Jobscan's resume scanner

Quickly tailor your resume to any job description. The higher your match rate the better your chances of getting an interview.

Scan Your Resume Now

What is an applicant tracking system (ATS)?

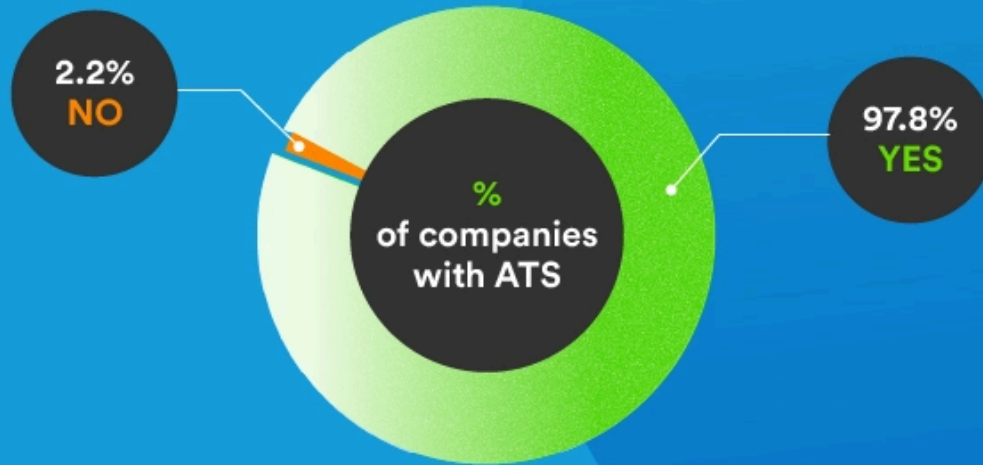
An [applicant tracking system](#) (ATS) is human resources software used by recruiters and employers to collect, sort, read, and organize job applications. It parses resume content and streamlines the recruiter's screening process.

Almost all [Fortune 500 companies](#)—along with many smaller businesses—use ATS to streamline hiring.

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ATS Use by Fortune 500 Companies



your resume

Step 3. Format your
Read more: [What is an Applicant Tracking System \(ATS\)?](#)

resume for the ATS

(and recruiters)

Why do companies use ATS?

How to create an ATS

resume faster

Because online job boards like LinkedIn have made it easy for job seekers to apply for dozens

**Get your resume
score**

ks. As a result, employers receive hundreds, sometimes thousands, of
ing.

An ATS helps employers quickly filter through these applications and focus on the most qualified candidates. The perfect candidate can be overlooked if their resume isn't formatted with ATS and human readers in mind.

In other words, even if you're applying to many jobs, your resume won't stand out unless you tailor it to each job. If you don't, hiring managers may never even see your resume.

How do companies use ATS?

When you submit your resume through an online application, it doesn't go straight to a recruiter. Instead, it goes into an ATS database.

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According to a Jobscan [State of the Job Search report](#), over 99.7% of recruiters use filters to search for candidates inside their ATS software. What do they filter by?

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What is an applicant

tracking system (ATS)?

- 76.4% filter by skills

How do companies use

ATS?

- 59.7% filter by education

How to write an ATS

resume in 3 steps

- 55.3% filter by job titles

- 50.6% filter by certifications

Step 1. Use the job

title from the job

description

- 44% filter by years of experience

This is why it's so important to include the right keywords in your resume—and why tailoring it to the job description can make all the difference

Let's say a company is hiring a software engineer. They might type "software engineer" into the

ATS search bar. Or if they need someone with graphic design skills, they'll search for "graphic

design."

But most searches don't stop at just one keyword. Hiring managers often enter multiple terms

to narrow down their results.

How to create an ATS

resume faster

**Get your resume
score**

Looking for an administrative assistant, they might search for:

- "Administrative Assistant"
- "Calendar Management"
- "Scheduling"

If your resume doesn't contain all three keywords, it may not appear in the search results. But beware of [keyword stuffing](#), and integrate these words organically to avoid sounding robotic.

Read the job description carefully. This is where hiring managers find the keywords they use in their search.

Learn more: [What Job Seekers Need to Know About SmartRecruiters' AI Tool](#)

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Before you start, grab the job description.

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Why? Because your resume should be [tailored to each job](#), not copied and pasted for every application.
What is an applicant tracking system (ATS)?

How do companies use ATS?
It's tempting to use the same resume everywhere, but customizing it for each role gives you a much better chance of getting noticed.

How to write an ATS

resume in 3 steps

Recruiters search for specific skills and keywords, and if they're not on your resume, you might not show up in their search results.

Step 1. Use the job title from the job description

If you have the job listing ready, let's get started!

Step 2. Add skills and keywords from the

job c
your

Step
resu
(and

How to
resum

Get

How to Create an ATS-Friendly Resume for Today's Job Market



Step 1. Use the job title from the job description

The first step is to use the exact job title from the job description on your resume.

Jobscan analyzed nearly [one million job searches](#) and found that **resumes with the job title in the headline received 3.5 times more interview invitations.**

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Why does adding the job title to your resume matter?

Step 3. Format your resume for the ATS
Because when recruiters search for candidates in the ATS, they use specific keywords, including the job title. If your resume doesn't include that exact title, it won't show up in their search results.

How to create an ATS resume faster

Where should you put the job title on your resume?

Get your resume score

[resume headline](#). This is a short, attention-grabbing statement that highlights your key skills or [accomplishments](#).

Your headline appears right below your contact information and helps recruiters instantly see that you're a strong match.

Here's an example of a resume headline for a business analyst:

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Can you still use “Business Analyst” in your headline if you don’t have direct experience?

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Yes, but you just need to be strategic about it. Here’s how to make it work:

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Step 2. Add skills and keywords from the job description to your resume

How important is having the job title in your resume headline?
Jobscan analyzed nearly one million job searches and found that resumes that contained the job title received 10.6 times more interview invitations.

Step 3. Format your resume for the ATS (and recruiters)

Candidates with job titles on their resumes that match the target title from the job listing had an interview rate 10.6 times higher than those who did not.

Get your resume score

ce for such a simple tweak.

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How to create an ATS resume faster

Step 2. Add skills and keywords from the job

Get your resume score

to your resume

If you want your resume to appear in ATS searches, you need to include the right [skills](#).

Just like recruiters search for job titles, they also search for specific [hard skills](#) and [soft skills](#) that are essential for the role.

While writing the previously mentioned State of the Job Search report, we asked over 380 recruiters directly: **What criteria do you use to filter candidates in an ATS or similar system?** 76.4% of them said they start their search with skills.

Where do you find these skills? In the job description.

Simply read the job description and highlight the core [resume skills](#) that are mentioned *most frequently*. Then add these skills to your resume exactly as they appear in the job listing; either in the skills section or the work history portion of your resume.

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Here's an example of a job description with key skills underlined. If you were applying for this job, you'd want to incorporate as many of these skills as possible into your resume.

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How to create an ATS resume faster

Get your resume score

the language used in the job description.

Many qualified candidates miss out on interviews simply because their resumes don't include the exact [keywords](#) that hiring managers are searching for.

That's why creating an ATS-friendly resume is so important.

PRO TIP: Never start bullet points in your work experience section with "responsible for." Instead, use strong [action verbs](#) like "managed," "organized," or "developed."

Step 3. Format your resume for the ATS (and recruiters)

The final step in creating an ATS-friendly resume is getting the formatting right.

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interview stage.

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The key is to keep your resume clean and simple. This isn't just for the ATS, but clear, concise resumes are a dream for human [recruiters to read](#).
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Check every resume you send out to make sure it's [formatted correctly](#), and proofread for errors.
Step 3. Format your resume for the ATS (and recruiters)

It's no exaggeration to say that only one small mistake can ruin your chances of getting a job interview.
How to create an ATS resume faster

Get your resume score

ing tips to make sure your resume can be easily read by an ATS system:

Don't complicate your formatting

"There is no more sure-fire way to get your resume lost in an ATS than to clutter your resume with graphics, tables, and creative fonts. You'll want to, but don't do it."

Jazlyn Unbedacht, Resume and Cover Letter Writer

Formatting tips for an ATS resume

1 Keep the design simple.

Use a clean resume design with a clear hierarchy. Avoid complex designs, unusual formats, images, charts, and graphics, which can confuse the ATS.

2 Stick to a single-column layout.

Avoid 2-column layouts, tables, and text boxes, which ATS often misreads.

3 Maintain standard resume sections.

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4 Use bullet points to break up text.

What is an Applicant Tracking System (ATS)?
Use simple bullet points (solid circle, open circle, or square).

How do companies use
ATS?

5 Keep contact details outside the header and footer.

How to write an ATS resume in 3 steps
Place important details (name, phone, email address) outside the header or footer, as ATS may not read these sections correctly. Your name should be on the top line.

Step 1. Use the job
title from the job
description

6 Use a consistent date format.

Step 2. Add skills and
keywords from the
job description to
your resume
Include months (MM/YYYY or Month YYYY) and place dates to the right of the information for each entry.

Step 3. Format your
resume for the ATS
(and recruiters)

7 Use a clear, professional font.

How to create an ATS resume faster
Stick to standard, legible fonts (Arial, Georgia, Tahoma, Calibri, Verdana) and font size 11-12 points, avoiding mixed fonts.

Get your resume
score

.doc file type.

Refer to the job description when choosing a file type. Some recruiters prefer a Word document, while others prefer a PDF file.

Read more: [Are Tables and Columns on Your Resume Confusing the ATS?](#)

If you're unsure about formatting, try using one of Jobscan's free [ATS-friendly templates](#). Simply choose the format that best suits your needs, download it, and customize it with your information.

How to create an ATS resume faster

Even if you think you're doing everything correctly, it can be hard to know if your resume is truly optimized for the ATS.

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[match rate.](#)

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All you have to do is paste in your resume and the job description of the role you're targeting.

Then click "scan"

What is an Applicant Tracking System (ATS)?

The ATS resume scan mimics real ATS software to show you how it reads your resume.

How do companies use

ATS?

The tool then provides you with a score showing how well your resume matches the job

How to write an ATS

requirements

resume in 3 steps

Step 1. Use the job

title from the job

description

The higher your score, the better your chances of landing an interview.

Step 2. Add skills and

keywords from the

job description to

your resume

Here's what a Match Report looks like:

Step 3. Format your

resume for the ATS

(and recruiters)

How to create an ATS

resume faster

**Get your resume
score**

What Jobscan provides: It offers feedback on resume content and ATS compatibility, identifying what information the ATS will pull, what it might misread, and which skills/keywords your resume ranks for. It also offers suggestions for improvement to achieve a high Match Rate.

Try the resume scanner for free below:

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Upload Resume



Add Job



View Results

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How to create an ATS resume faster

Upload your resume to get started

Upload your resume

as .pdf or .docx file

Or paste resume text

Get your resume score

Read more: [How to Write a Resume for Today's Job Market](#)

What is a Match Rate?

Including the right keywords in your resume is a great start, but it's not always enough.

Many ATS platforms don't just scan for keywords—they compare your entire resume to the job description. They analyze your [work experience](#), [education](#), qualifications, and skills to determine how well you match the role.

Hiring managers can then sort candidates by match rate, prioritizing those with the highest scores.

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Jobscan has a database of thousands of companies and the ATS platforms they use—including [Lever](#), [Greenhouse](#), and [Taleo](#). When you paste your resume into Jobscan, you can enter the company name you're applying to.

What is an Applicant Tracking System (ATS)?

Why does this matter? Because **Jobscan provides ATS-specific recommendations** to help you optimize your resume for that company's hiring system.

How to write an ATS resume in 3 steps

For example, if the company uses [iCIMS](#), you'll receive tailored tips designed specifically for that platform.

Step 1. Use the job title from the job description

Step 2. Add skills and keywords from the job description to your resume

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How to create an ATS resume faster

Get your resume score

Applying for jobs is a numbers game, but quality matters just as much as quantity.

Small tweaks—like adding the right keywords and optimizing your formatting—can make a big difference. The more tailored your resume, the better your chances of getting noticed.

Take the time to customize, fine-tune, or [convert your existing resume](#) to an ATS-friendly format. Every small adjustment brings you one step closer to landing an interview.

Scan Yc **Skip to content** or Free



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How to write an ATS

Resume in 3 steps
Defeat blank page syndrome and get a jumping off point using an [ATS-friendly resume](#)

template
template use the job title from the job

description
Simple, modern, and ATS-friendly templates can make writing your resume less overwhelming.

Step 2. Add your information, key accomplishments, education, and skills into a preformatted template, and you'll have a base document ready to tailor to your dream job description.
Just plug your keywords from the job description to your resume

Read more: [How Daniel Overcame 8 Months of Unemployment to Land His Dream Job](#)

Step 3. Format your resume for the ATS and recruiters

Key takeaways

How to create an ATS resume faster

Get your resume score

Resume to the job you're applying for: Creating a targeted resume increases your chances of getting noticed by both the ATS and hiring managers.

- **Use the job title and keywords:** Ensure your resume includes the job title and key competencies from the job description to improve your match rate in the ATS.
- **Keep formatting simple:** Avoid graphics, tables, and creative fonts that might confuse the ATS. Stick to a clean, easy-to-read design.
- **Leverage online tools:** Tools like Jobscan can help optimize your resume by checking for keyword accuracy and formatting issues.
- **Applying for jobs is a numbers game:** The more effort you put into customizing your resume, the better your chances of landing an interview.

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What is an ATS-compliant resume?

An ATS-compliant resume is one that can be easily scanned and interpreted by an applicant tracking system (ATS). This means that your resume should be formatted clearly, with relevant keywords included.

How do companies use ATS?

What is a good ATS resume score?

After scanning your resume, Jobscan scores your resume on a 1 – 100% scale. A score of 75% or higher means you are a good match for the job and are likely to get an interview. Check your resume score [here](#).

Step 2. Add skills and

Can I run my resume through ATS for free?

The best way to run your resume through an ATS for free is to use a free online ATS resume scanner, such as the one offered by [Jobscan](#). Simply paste in your resume along with a specific job description, and Jobscan will provide you with a match rate.

(and recruiters)

What is the most ATS-friendly resume format?

The most ATS-friendly resume format is the chronological format, which lists your work in reverse-chronological order. It's easy for ATS to scan because it uses simple headings like "Work Experience" and "Education," avoids complex designs or graphics, and focuses on simple formatting.

Get your resume score

Is PDF ATS-friendly?

Yes, a PDF file type can be ATS-friendly, but you'll want to keep things simple. Avoid using graphics, images, or anything too fancy like tables, text boxes, or unusual fonts. Stick with a clean, straightforward design and make sure the content is text-based. This way, the ATS can easily read your resume, and you still get to keep the layout looking consistent.

How do I convert my resume to an ATS resume?

To convert your resume, use a simple format. Avoid tables, graphics, and non-traditional fonts. Customize your resume for each job by [Skip to content](#) important keywords from the



How do I check if my resume is ATS-friendly?

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You can check if your resume is ATS-friendly by running it through an online tool like Jobscan's [resume scanner](#). It compares your resume to the job description and provides a match score, along with recommendations to improve formatting and keyword optimization.

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Kelsey Purcell, CPRW

How to create an ATS resume faster

Kelsey Purcell, CPRW, is a writer specializing in career advice and resume best practices at Jobscan. She is a certified professional resume writer (CPRW) and a member of the Professional Association of Résumé Writers & Career Coaches.

Get your resume score

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your resume

Step 3. Format your
resume for the ATS
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How to create an ATS
resume faster

**Get your resume
score**