

# ResumeSmartBuild Success Guide

## Your Complete Guide to ATS-Friendly Resumes

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## Chapter 1: Understanding ATS Systems

Applicant Tracking Systems are software applications used by employers to filter and rank resumes before they reach human recruiters. Understanding how these systems work is crucial for modern job seekers.

### Key ATS Facts:

- 98% of Fortune 500 companies use ATS
- 75% of resumes are rejected by ATS before human review
- Simple formatting increases ATS compatibility
- Keywords matching job descriptions are essential

## Chapter 2: Formatting Best Practices

- Use standard fonts
- Maintain consistent formatting throughout
- Use clear section headers
- Avoid complex tables and graphics
- Save as .docx or .pdf format