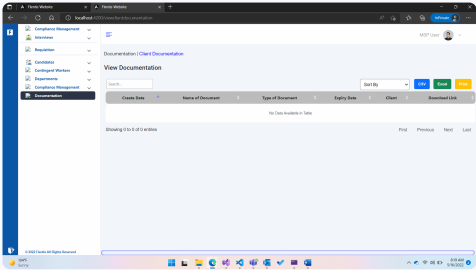


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Atul Kumar
Mar 03, 2023 — 1 minutes read

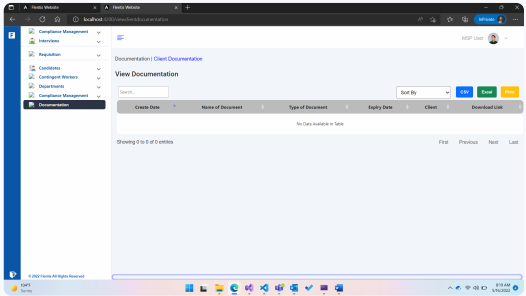


Source by SAS Staffing Group

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1. Use of standard headings

One should use standard headings and subheadings in their resumes. The more familiar words you use, the closer you are to passing an ATS. For instance, you can use words like summary, experience, education, skills, hobbies, or interests rather than complicating your CV by writing things like, "Where my heart is," or "How did I reach here?"

2. The order of writing

A resume looks best if it is in a chronological order. This way it becomes easier to understand and go through rather than getting lost in the script. If your information is not a certain order, your chances of getting rejected are high.

3. Review job post

A job post is your cheat sheet. You must go through a job post thoroughly before applying to the job and sending your resume. Why? Well, if they require a person who has pursued MBA and you don't have a degree in it, then you mustn't apply. The job descriptions are cheat sheets as it can help you with keywords, specific skill sets, and other terms that they seek for in their ideal candidate.

4. Check for spelling and grammar

An ATS is operated via an AI, and it isn't as smart as the human brain, which is why you must watch out for spelling errors and grammatical mistakes. It is better to proofread anything you send across as one letter here, and there could cost you a loss in an opportunity. For example, if the title they've mentioned is "Accounts & Development Manager," and you've written "Account Development Manager," the ATS might reject the application.

5. The correct use of keywords

Yes, keywords are necessary, but you do not have to fill your entire CV with keywords. These terms are meant to be used wisely and without error. For example, you can use them in your skills and experience, only if relevant.

6. You can not trick the ATS

There is no way that you could cheat the application tracking system. If the job post requires an MBA graduate and you write, "I am not a graduate in MBA, but I have done BBA," or something similar would lead to rejection, especially by your employers. This also decreases the chance of being selected, and recruiters could leave a negative remark for you. Adding the keywords in white-colored font is a sly idea, but the recruiters could blacklist you for doing the same.

7. No Repetitive words

Say it once, say it twice, but say it too many times, and it is frowned upon. No one likes to read or hear the same thing. Increasing the same keyword in every sentence won't assist in grabbing the attention of your hiring managers. Instead, they would turn the other way because of the repetitions.

8. TGI - title, geography, and industry

The recruiters may or may not mention it in their job posts, but they want to know these three things. So, it is better to note the job title you are under and which title you are applying for, the current residence location, and the type of industry you are working for at present.

9. Write for AI and human

The resume passes to a recruiter. If the applicant tracking system rejects your application, don't lose hope as newbie recruiters go through your CV before leaving it entirely. Therefore, keep it precise yet informative.