# Quick Job Search Hacks

## Optimize Your Resume for Applicant Tracking Systems (ATS)

### Create a "base resume"

Tailoring your resume for every single application is non-negotiable, but it can be time-consuming. To speed things up, create a single base resume document that includes every role, responsibility, project, and accomplishment from your entire career. When you apply for a new job, simply tailor that master resume to the new role in minutes.

### Mirror the job description

Recruiters and hiring teams search the ATS like an internal database for specific keywords and skills found in the job description. The easiest way to find them? Copy the entire job description and paste it into a resume scanner (can be any AI tool and prompt it to scan for ATS compatibility) alongside your resume. The scanner will generate a report outlining the missing keywords with an overall Match Rate so you can tell when you’re a strong match for a role.

### Use a strategic file name

Imagine a recruiter’s download folder filled with files named Resume.pdf. Make their life easier and ensure your document is instantly identifiable. Before you upload, save your file with a clear and professional name.

The best format: [Your Name] - [Job Title] Resume.pdf  
Example: Jane Doe - Senior Project Manager Resume.pdf

### Include acronyms and full phrases

A company might list "Search Engine Optimization" as a required skill, but the recruiter might search their ATS for the acronym "SEO." To make sure you’re found no matter what they search for, include both. The best practice is to write out the full phrase first, followed by the acronym in parentheses.

Example: "Expert in Customer Relationship Management (CRM) software, including Salesforce."

### Choose a simple, clean template

This is where job seekers often go wrong. Fancy resume templates with columns, tables, images, or graphics can confuse an ATS. The software reads from left to right, top to bottom, and can't process complex layouts. This results in your information getting scrambled or missed entirely.

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