

#ATSResume

SWIPE <

DO'S & DON'TS OF

ATS RESUME



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#ATSResume

SWIPE <

ATS STANDS FOR APPLICANT
TRACKING SYSTEM.

IT IS A SOFTWARE THAT HELPS
RECRUITERS MANAGE THE
RECRUITMENT PROCESS BY
SCANNING RESUMES AND
RANKING THEM.



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THEY AUTOMATICALLY SCREEN APPLICANTS ON:

- KEYWORDS.
- TALENTS.
- PREVIOUS EMPLOYERS.
- YEARS OF EXPERIENCE.
- SCHOOLS ATTENDED.



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01

DO'S 

INCLUDE RIGHT KEYWORDS:

Search for industry buzzwords and include them with keywords on your skills and experience.



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02

DO'S 

APPLY FOR JOBS YOU ARE QUALIFIED FOR:

ATS ranks your profile by matching the job description and application.



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03

DO'S

PUT YOUR KEYWORDS IN CONTEXT:

Don't group all the keywords.

Provide a context



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04**DO'S** 

CHOOSE THE RIGHT FILE TYPE:

**PDF format is not compatible
with all ATS software.**



**Check what file the system
mentions.**

Word documents are safest.



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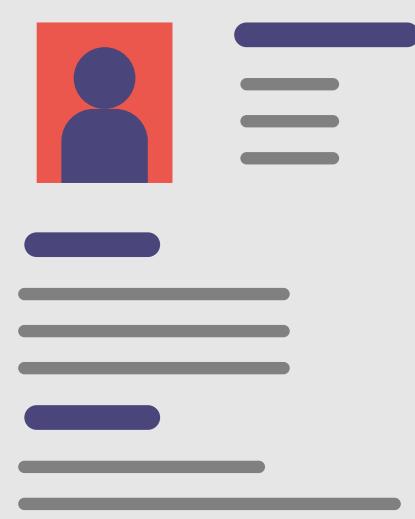
05

DO'S 

MAKE YOUR RESUME EASY TO SCAN:

An ATS reads
from right to left
and top to bottom.

RESUME



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06

DO'S 

CUSTOMIZE YOUR RESUME FOR THE JOB:

Modify the chronology if a certain job requires skills you mentioned in the last.



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01

DON'TS 

DON'T APPLY TO TONS
OF JOB AT THE SAME
COMPANY

APPLY NOW



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02

DON'TS 

DON'T USE
ABBREVIATIONS OR
ACRONYMS



hmm...



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BTW



03

DON'TS

DON'T INCLUDE TOO MUCH FANCY FORMATTING



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04

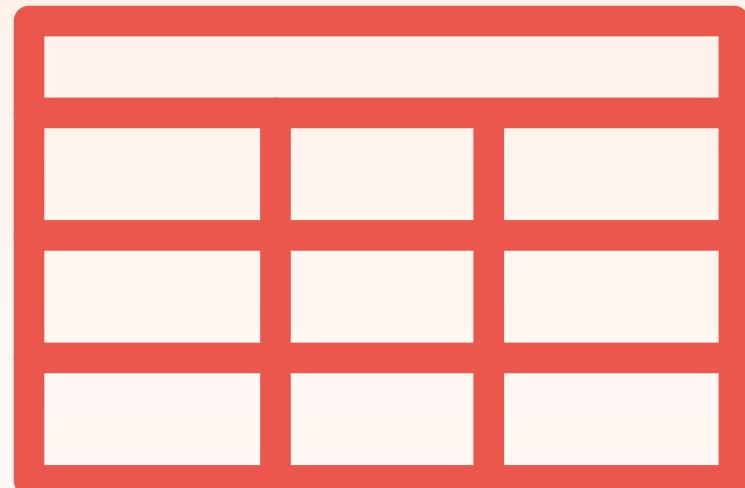
DON'TS 

**DON'T MAKE THE USE
OF TABLES**

**DON'T TRY TO TRICK
THE ATS**



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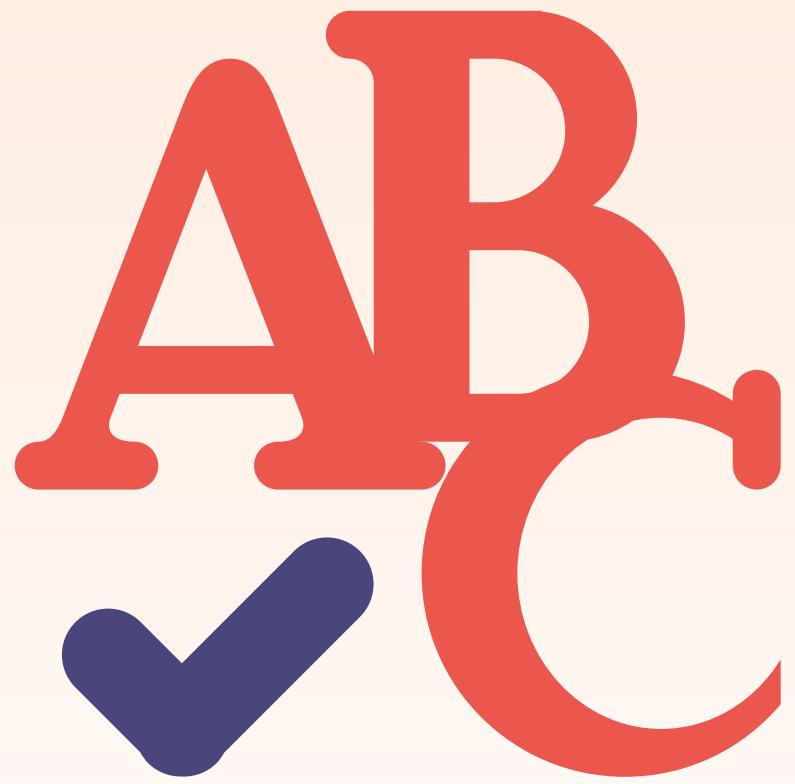




05

DON'TS 

USE SIMPLE,
STANDARD FONTS



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1:1 Paid Career Consultation available

**DM ME NOW TO
BOOK YOUR SLOT.**

Dr. Sneha Sharma

Career Spotlight Coach & Public Speaking Trainer

Follow me for more tips

-  **LINKEDIN BY BUILDING EXCELLENT CONTENT**
-  **CONFIDENCE IN PUBLIC SPEAKING**
-  **LINKEDIN PERSONAL BRANDING FOR JOB**
-  **RESUME BUILDING**
-  **INTERVIEW PREPARATION**

