



JOB Hunting

Applicant Tracking System, is software used by recruiters and employers during the hiring process to collect, sort, scan, and rank the job applications they receive for their open positions. The ATS can be used to post job openings on a corporate website or job board, screen resumes, and generate interview requests to potential candidates by email. They are designed to help employers save time by dealing with the massive volume of applications. However, for job seekers, they can be a challenge if their resumes are not designed in a way that the ATS can read.

Here are some guidelines to create an ATS-compliant resume:

- **Use Standard Section Headings:**
 - Stick to standard headings like "Experience", "Education", "Skills", and avoid creative alternatives that an ATS might not recognize.
- **Use a Simple Layout and Format:**
 - Avoid graphics, logos, tables, columns, and other complex formatting.
 - Stick to common fonts like Arial, Calibri, Georgia, or Times New Roman.
 - Save your resume as a .doc, .docx, or .pdf (but be sure the ATS can read .pdf files; .doc or .docx is generally safer).
- **Optimize with Keywords:**
 - Review the job posting and identify the most important keywords related to skills, qualifications, duties, and responsibilities. Incorporate these keywords naturally into your resume.
 - Ensure you match the exact terminology and spelling used in the job posting.

- **Avoid Keyword Stuffing:**
 - While it's essential to include relevant keywords, don't overdo it. Modern ATS algorithms can identify "keyword stuffing" and might penalize a resume that includes an unnaturally high frequency of keywords.
- **List Skills Clearly:**
 - Don't just use acronyms. For instance, instead of just writing "SEO", write "Search Engine Optimization (SEO)". This ensures that the ATS will pick up the skill regardless of which version the employer included in the job listing.
- **Include Both the Month and Year:**
 - When you list dates, be consistent and provide both the month and the year (e.g., "June 2020 - August 2023").
- **Don't Use Headers and Footers:**
 - Some ATS cannot scan or process the information stored in headers and footers, so it's best to avoid placing essential information there.
- **Avoid Templates with Images, Charts, and Graphs:**
 - While these might make your resume look attractive, many ATS systems can't process these graphics and might overlook important details because of them.
- **Use Bullet Points:**
 - Bullet points make your resume more readable, and most ATS can process them without issues.