Applicant Tracking Systems (ATS)

When you click "apply", your resume is typically submitted into an ATS. ATS software helps recruiters expedite the hiring process by allowing them to filter and keyword search resumes. Use the guide below to help you understand ATS and avoid formatting that complicates how an ATS reads your resume.

happyonion
coaching collaborative

Remove photos. They can't be read by an ATS, they take up valuable space, and they can leave you open to hiring bias.

Avoid icons. Leave out any images, icons, or graphics as these can shift in your document when scanned by an ATS.

Remove horizontal & vertical lines. If an ATS comes across a line it may belive it marks the end of your resume.

Don't use tables or graphs. These are a form of graphics that can cause readability issues for an ATS.

Avoid incomplete info. Your education section should include the type of degree and major. (Ex. Bachelor of Science in Communication)

Remove hobbies & references. Unless your hobbies are related to the role, leave them off. As for references, include them on a separate document and only provide them if the recruiter asks.

Remove wide headers. This format takes up a lot of space. (*Note all of the blank space on the page.*)

Don't use columns. ATS reads top to bottom, left to right—use a single-column format to improve ATS readability.

Add specific details. Get the recruiter's attention by tailoring your summary to the role—add years of experience and top (relevant) skills.

Format your content. Use bullet points in your experience section. This makes it easier for an ATS (and humans) to read.

Happy Onion
Brand Invigorator

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About Me

Looking to utilize my skills to find a social media role or graphic design role. Interested in non-profits and start-ups.

Experience

Social Media Manager
Happy Onion Coaching Collaborative/ Austin, TX / May 2020-Present

Managed social media efforts. Created resources.

Social Media Lead
HOCC/ Austin, TX / April 2020-May 2020

Managed interns. Created branding resources for team. Managed social media platforms.

Social Media Intern
HOCC/ Austin, TX / March 2020-April 2020

Answered phones. Assisted with logo design.

Skills

Hootsuite
8/10

Adobe Illustrator
10/10

Google Suite
6/10

Public Relations
10/10

Education

B.S.
Example University
May 2015

Hobbies

Crafting, Salsa Dancing, Netflix, Hulu

References Available Upon Request.

Just a few more things...

• Remove headers and/or footers

• Use a descriptive filename (Ex. Firstname_lastname_Resume)

• Submit your resume as a Word file unless otherwise instructed

• In addition to formatting, tailor your resume content by integrating keywords from the job description.