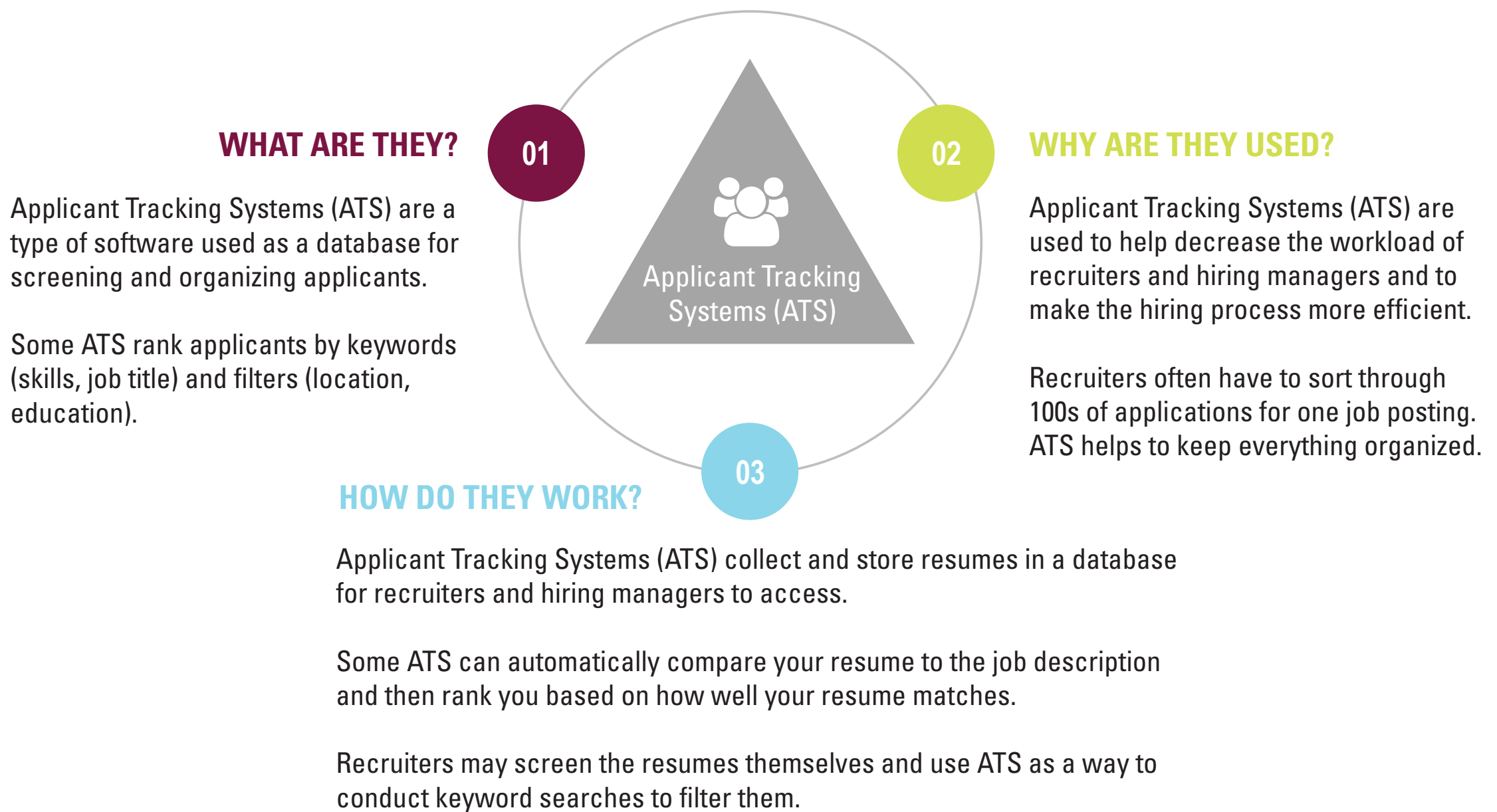


NAVIGATING APPLICATION TRACKING SYSTEMS



ATS RESUME CHECKLIST

- 01 Design your resume with both audiences in mind (ATS & Hiring Manager/Recruiter).
- 02 Customize your resume for EACH job you apply to by using keywords to increase your chances of getting through an ATS and Recruiter/Hiring Manager.
- 03 Use the full, spelled-out version of a term in addition to abbreviations and acronyms [e.g., Application Tracking System (ATS)]
- 04 Keep important contact information out of the headers/footers. Some ATS may not be able to pick up that information.
- 05 Be careful with graphics or images. DO NOT put important text over an image - it may not be read by the ATS.
- 06 Save your resume in an approved format such as: .DOCX (Not .DOC), .PDF and .TXT.