

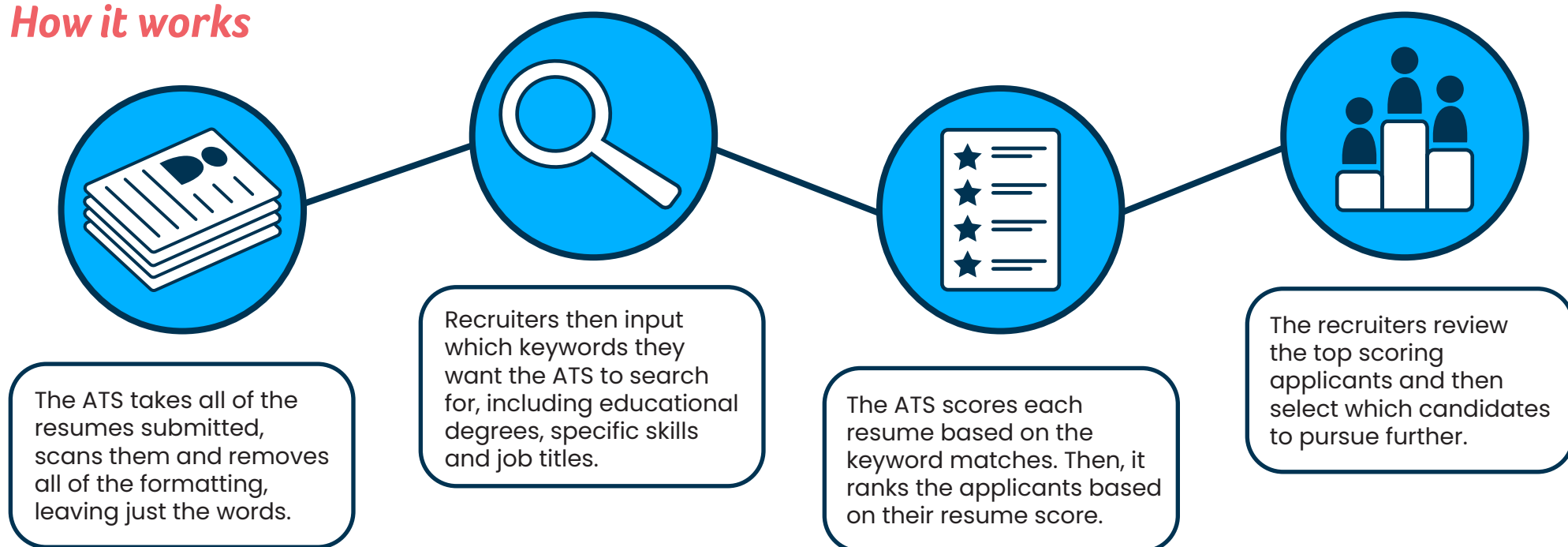
CAREER AND EMPLOYMENT TIPS | RESUMES

Applicant Tracking Systems (ATS)

What is an ATS?

An Applicant Tracking System (ATS) is a human resource software that helps recruiters collect, sort and rank resumes using an algorithm that focuses on key skills, qualifications, and job titles. Every time you are required to submit your application to a website (a company career page, Indeed, LinkedIn, etc.) or complete an online profile, it is likely that an ATS is being used.

How it works



Navigating an ATS

- 1** Use the same **keywords** from the job posting in your resume, where possible.
Tip: Use tools like [jobscan.co](https://www.jobscan.co), tagcrowd.com or edwordle.net to see what the common words and themes are in the posting and then use the words in your resume without “overstuffing” your content.
- 2** Make **relevant skills and qualifications** easily **identifiable**. An ATS cannot make inferences or ‘read between the lines’ like a human can. For example, if you want the employer to know that you have strong communication skills, directly state that, as opposed to saying ‘good customer service’.
- 3** Use **basic, sans serif fonts** like Arial, Calibri, Helvetica, Tahoma or Verdana, as they are accessible for all readers. Less common fonts may be incompatible with the ATS.
- 4** Use **standard bullets**. Nothing fancy like arrows or check marks.
- 5** **Spell out acronyms**. Many ATS are not programmed to recognize them.
Tip: Spell out the acronym the first time with the abbreviation in brackets beside it.
- 6** **No templates, headers or footers**. Some ATS simply cannot read the content in a header or footer, and templates are often too embedded with code for the ATS to read the content properly.
- 7** **Use tabs rather than tables or columns**. Some ATS can’t understand tables or columns and will merge the content inside of them, making it unreadable.
- 8** **Do not use images or graphics** to illustrate your skills and qualifications. ATS cannot read the content in images or graphics.

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