



What is ATS?

ATS (Applicant Tracking Systems) are software used by employers to scan, filter and rank resumes before a human ever sees them.



ATS FRIENDLY CHECKLIST

- Use standard headings
- Use keywords from the job posting
- Keep formatting simple
- Avoid headers, footers, and columns
- Use bullet points for easy scanning
- Save your resume as a PDF (unless another format is requested)
- Spell check and proofread carefully



ATS FRIENDLY FORMAT

USE THESE HEADINGS

- ✓ Contact Information
- ✓ Professional Summary
- ✓ Work Experience
- ✓ Education
- ✓ Skills
- ✓ Certifications
- ✓ Achievements

AVOID THESE

- ✗ Graphics or Photos
- ✗ Columns or Tables
- ✗ Text Boxes
- ✗ Headers / Footers
- ✗ Fancy Fonts
- ✗ Multiple Resumes in One Document



KEYWORDS MATTER

- Use keywords from the job description throughout your resume.
- Focus on skills, tools, and qualifications they are looking for.
- This helps your resume get past the ATS and into the hands of a recruiter.



GOOD EXAMPLE

Warehouse Associate with experience in shipping and receiving, inventory control, forklift operation, and order processing.



NOT AS STRONG

Hardworking individual with good work ethic looking for a job to grow and learn.



NHCS TIP

Your resume should be easy for both ATS software and human eyes to read.

- ✓ Tailor your resume for each job
- ✓ Use action words
- ✓ Quantify your results
- ✓ Keep it clean and simple
- ✓ Focus on relevance



FILE NAMING & SUBMISSION

- Name your file professionally: `Firstname_Lastname_Resume.pdf`
- Follow the employer's instructions exactly
- Include a cover letter when requested
- Double check your email and contact information



COMMON ATS MISTAKES

- ✗ Using images, logos or icons
- ✗ Overly complex formatting
- ✗ Not using keywords
- ✗ Typos and grammatical errors
- ✗ Irrelevant information
- ✗ Saving as the wrong file type



NEED MORE HELP?

If you'd like personalized help with your job search, resume, or career planning, I'm here to help.



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