How to Make Your Resume ATS Friendly

Applicant Tracking Systems (ATS) are used by many companies to filter and rank resumes before they ever reach a hiring manager.

These systems scan resumes for relevant keywords and structure, helping recruiters quickly identify top candidates.

To improve your chances of getting through the ATS filter, it's crucial to optimize your resume with the right keywords and format.

10 Tips for Making Your Resume ATS Friendly

- Use a simple and clean format without images or complex graphics.

- Include keywords from the job description throughout your resume.

- Use standard section headings like 'Experience' and 'Education'.

- Avoid special characters, tables, and columns that may confuse ATS.

- Spell out abbreviations at least once (e.g., 'Bachelor of Science (B.S.)').

- Stick to common fonts like Arial, Times New Roman, or Calibri.

- List your skills in a dedicated 'Skills' section to enhance keyword visibility.

- Avoid headers and footers as ATS might not read them.

- Focus on accomplishments with measurable results where possible.

- Always submit your resume as a .doc or .pdf file, depending on the application system.