RESUME RESTORATION
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ATS Compatible Resume

What are Applicant Tracking Systems?

An Applicant Tracking System, or ATS, is a type of software organizations use to filter through resumes with the intention of selecting qualified candidates and tossing out unqualified candidates. The primary way they are able to effectively sort and organize candidates is through the use of **keywords**. ATS's come in a variety of levels of sophistication. This informational sheet is designed to provide you with best practice tips and tricks.

How to use KEYWORDS to optimize your resume:

1. Tailor your resume to the job description. This is best achieved by printing out a job posting and highlighting specific keywords that stand out to you.

2. Not sure what the keywords are? Create a Word Cloud to help guide you. There are a number of free resources online.

- Copy and paste the full job posting (qualifications included) into the text box and it will present you with a Word Cloud highlighting keywords from the posting.

3. Make sure you are including keywords in your resume every time you have demonstrated experience in that area. Don't worry about duplicating information, you are applying to a bot not a person. The primary goal is to get your resume approved by the scanner.

4. Incorporate keywords in a way that makes sense!

- Incorporate these keywords into your professional profile, skills, accomplishments, qualifications, into actionable items within your professional experience bullets - once your resume is approved by the scanner it will be reviewed by a person.

Your resume should NOT include the following:

- Color
- Icons
- Shapes
- Columns
- Text boxes
- Lines
- Pictures
- Anything created in Indesign, Canva, Adobe, Pages

How ATS's typically prioritize your information:

1. Hard skills
2. Education level
3. Job Titles
4. Soft skills

Frequently Asked Questions

How do I know if an organization is using an ATS?

1. They ask you submit your resume in Word format
2. They ask you to copy/ paste sections into text boxes
3. They indicate it in the job posting
4. When you click to apply, the ATS names appears in the URL (ex. Lever, BambooHR, Workday, SuccessFactors

What if my previous employer provided me with a non-traditional job title. For ex., instead of having the recognized title of Business Development Manager, my title was Manager of Strategic Partnerships and Growth. Can I change my position title so it is recognized by the ATS?

Yes, as long as the change reflects the nature of the work you did. You can also make that clear in your resume, for ex:

Human Resource Generalist, (People and Culture Champion)

What format should I use to submit my ATS Resume?

Best practice suggests you submit your resume in .docx format

If I held 3 positions within one company, do I have to post the company title each time?

- Yes, remember ATS's can be used to compute years of experience. It is best to post each position you held as its own entity, for example:

Human Resources Manager
Resume Restoration, Calgary, AB
March 2018 - December 2020

Human Resources Analyst
Resume Restoration, Calgary, AB
June 2015 - February 2018

ResyMatch is a free keyword matching system used to test your ATS resume. https://cultivatedculture.com/resume-scanner/