



Tips for Submitting Your Resume Online

Applicant Tracking Systems

TO DO:

1. Have a clear format.

- ▶ Submit your file as a .doc or .docx format (standard Word document).
- ▶ Use a sans serif font in size 11-12 point.
- ▶ Triple-check your spelling and grammar; misspelled words are not recognized.

2. Tailor your resume.

- ▶ Keywords are critical to writing a tailored resume. Highlight keywords, terms, and skills in the position description and compare them to words used in your resume.
- ▶ Visit jobscan.co to see how well your resume matches against a position description. Input the text of a position description and text from your resume, and the site will recommend keywords you are missing.

TO AVOID:

1. Do not use templates or distracting formatting.

- ▶ Resume templates typically include columns, text boxes and other advanced formatting tools that are problematic for modifying.
- ▶ Applicant tracking systems are unable to read special characters and other content that are in boxes, or contain shading, lines, or borders.
- ▶ Formatting options such as headers, footers, or page numbers are ignored by applicant tracking systems.
- ▶ Too much ***bold, italics, and underlining*** is distracting and visually unappealing to the person who will review your resume after the ATS.

2. Do not rush.

Details matter to applicant tracking systems. Here are two simple tips that make a difference:

- ▶ Employers can search based off the file name of submitted documents. Save your document as 'full name, the job title, resume' to reach more employers (Mary Smith, Sales Manager Resume).
- ▶ Don't guess! Ask! Before you spend hours editing your resume, contact the company and seek their advice on their online application process.

3. Do not stuff keywords in every possible place.

It is great to use the keywords, but do so honestly and logically. If you do not have a particular experience, it's okay to leave that keyword off your resume. If you do have the relevant experience, use the keyword 1-3 times.