

## Tips for Beating ATS

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ATS stands for Applicant Tracking System. Indeed describes an ATS as “an HR software that employers often use during the recruitment and hiring process.” This software collects, sorts, and ranks the résumés the company receives for open roles.

An ATS-compliant résumé can be easily scanned and interpreted. Your résumés should be formatted clearly, with relevant keywords included from the job description.

No tables or complex formatting, no text boxes, and no pictures or graphics.

### What you see!

when using text boxes, or complex formatting

Jon Doe

406-123-4567 | [jon.doe@gmail.com](mailto:jon.doe@gmail.com) | Billings, MT | LinkedIn

#### **Education**

Montana State University Billings | B.S. Business Administration Marketing 2019-2023

Billings, MT

- NCAA Division II football
- Anything else related to school, scholarships

#### **Experience**

Rock 31 Front Desk Associate | 2022-Present

Billings, MT

- CAR (challenge, Action, Resolution)
- CAR
- CAR

Society Dining Services | 2019-2022

Billings, MT

- CAR
- CAR
- CAR

#### **Awards/Certificates**

- Whatever you have accomplished

#### **Relevant course work**

- Marketing research
- Sales and Sales Management
- Strategic Marketing Mgmt
- Principles of Microeconomics

### What ATS sees!

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This résumé used text boxes. However, when translated to ATS software, all information in the text box was lost. Keep your résumé in a simple format. If you need help, please reach out to a career specialist.

If you know for certain that your résumé will **NOT** be read by ATS you can make your resume a little more creative. Flip over for a sample résumé format you can follow to ensure you beat the ATS.

# Your Name

Phone Number • Email Address • Mailing Address

## Objective

Concise statement highlighting your background and qualifications and the type of position and work environment you desire

## Education

DEGREE Anticipated Date  
School Name • City, State

DEGREE Date  
School Name • City, State

## Relevant Experience

JOB TITLE Date – Present  
Company Name • City, State

- Key responsibilities and duties using action verbs in the present tense
- Key responsibilities and duties using keywords from the job description
- Achievements

JOB TITLE Date – Date  
Company Name • City, State

- Key responsibilities and duties using action verbs in the past tense
- Key responsibilities and duties using keywords from the job description
- Achievements

JOB TITLE Date – Date  
Company Name • City, State

- Key responsibilities and duties using action verbs in the past tense
- Key responsibilities and duties using keywords from the job description
- Achievements

## Professional Skills

Technical Skill • Technical Skill • Technical Skill • Language Fluency • Computer Skills •  
Communication Skills • Strength • Strength • Work Ethic

## Related Coursework

Name of Class • Name of Class • Name of Class • Name of Class • Name of Class • Name of Class

Search for MSUB Career & Employment Services on Social Media

