

# What to Include in a Resume to Pass ATS Screening

## Description

In today's competitive job market, getting your resume noticed can be a daunting task, especially when facing the Applicant Tracking System (ATS). ATS software is designed to filter through resumes before they reach human eyes, scanning for keywords and specific criteria. To increase your chances of passing ATS screening and landing an interview, here are essential tips on what to include in your resume:

### 1. Keywords from the Job Description

- **Why it matters:** ATS systems prioritize resumes that match the job description closely. Identify key skills, qualifications, and experience requirements mentioned in the job posting.
- **How to do it:** Integrate these keywords naturally throughout your resume, especially in the skills, experience, and summary sections.

### 2. Clear and Relevant Job Titles

- **Why it matters:** ATS looks for relevant job titles to match the position you're applying for. Use standard job titles that reflect your role accurately.
- **How to do it:** Ensure your current and past job titles are listed clearly under each position, aligning with industry standards.

### 3. Structured Formatting

- **Why it matters:** ATS systems have difficulty parsing complex formats. Use a clean, chronological format with clear headings and bullet points.
- **How to do it:** Organize your resume into sections such as Contact Information, Summary, Work Experience, Skills, and Education, making it easy for ATS to navigate.

### 4. Quantifiable Achievements

- **Why it matters:** Numbers and metrics stand out in resumes and are easier for ATS to process. Quantify your achievements whenever possible.
- **How to do it:** Use specific numbers to describe accomplishments (e.g., “Increased sales by 30%” or “Managed a team of 15 employees”).

## 5. Relevant Skills and Certifications

- **Why it matters:** Highlighting skills and certifications directly related to the job increases your resume’s relevance.
- **How to do it:** List relevant technical skills, certifications, and licenses in a dedicated skills section or under each relevant job experience.

## 6. Education and Credentials

- **Why it matters:** ATS often screens for minimum educational qualifications. Include your degrees, diplomas, certifications, and relevant coursework.
- **How to do it:** List your educational qualifications clearly, including the institution name, degree earned, and dates attended.

## 7. Customizable Cover Letter

- **Why it matters:** Some ATS systems can also parse cover letters. Customize your cover letter to align with the job description and company culture.
- **How to do it:** Address specific job requirements in your cover letter and demonstrate your enthusiasm for the role and company.

## 8. File Format Compatibility

-

**Why it matters:** ATS systems prefer specific file formats like .docx or .pdf. Ensure your resume is in a format that ATS can easily read.

- **How to do it:** Save your resume in a compatible format, avoiding unusual fonts, graphics, or images that may confuse ATS.

By incorporating these strategies into your resume, you can optimize it for ATS screening and increase your chances of moving forward in the hiring process. Remember, while ATS plays a crucial role in candidate selection, a well-crafted resume that balances keyword optimization with readability remains essential for catching the eye of hiring managers. Tailor your resume for each application, focusing on showcasing your skills and experience in a clear and compelling manner.

### Category

1. Uncategorized

### Date Created

August 7, 2025

### Author

rescov

default watermark