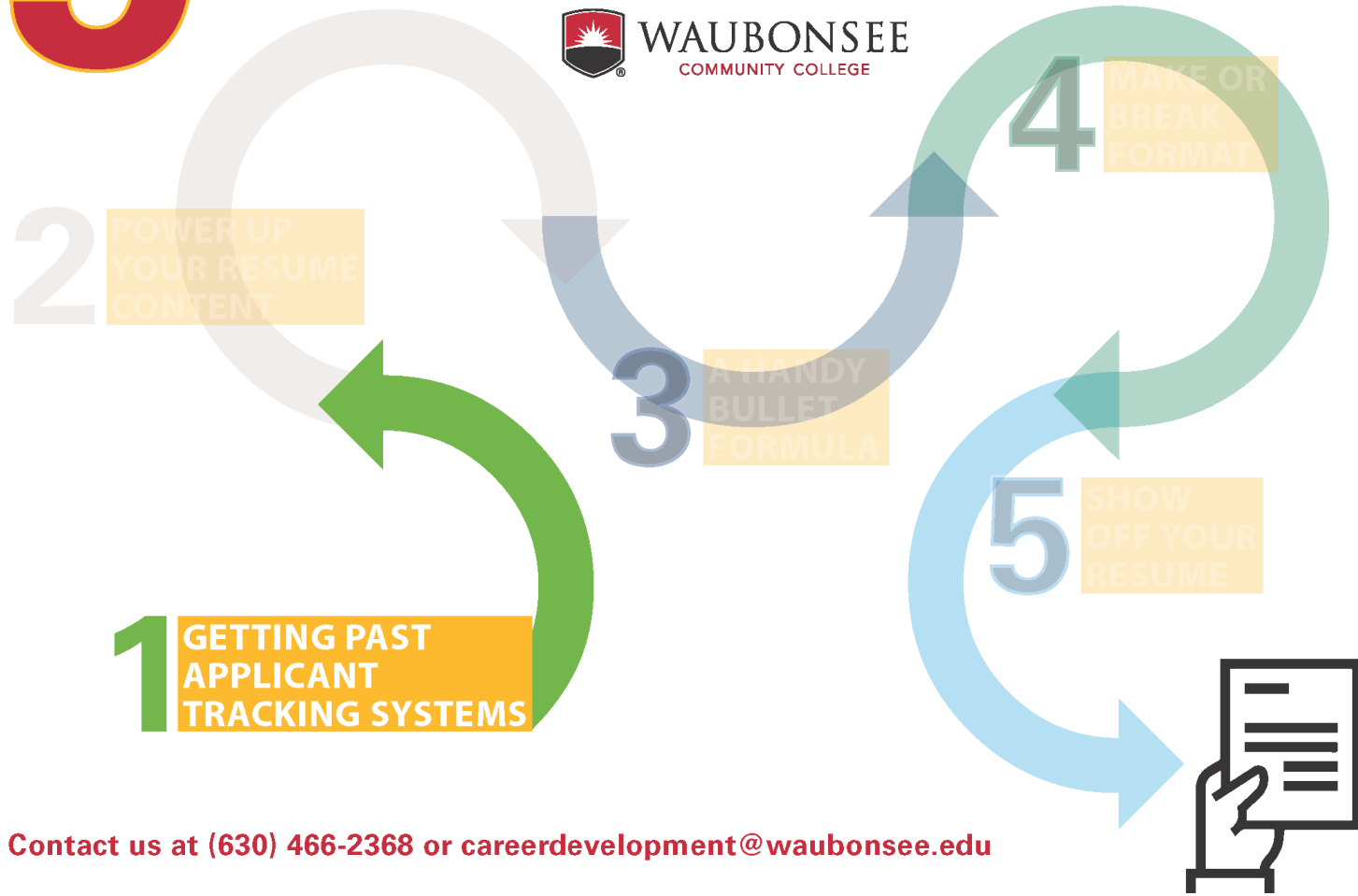




5 STEPS TO RESUME SUCCESS

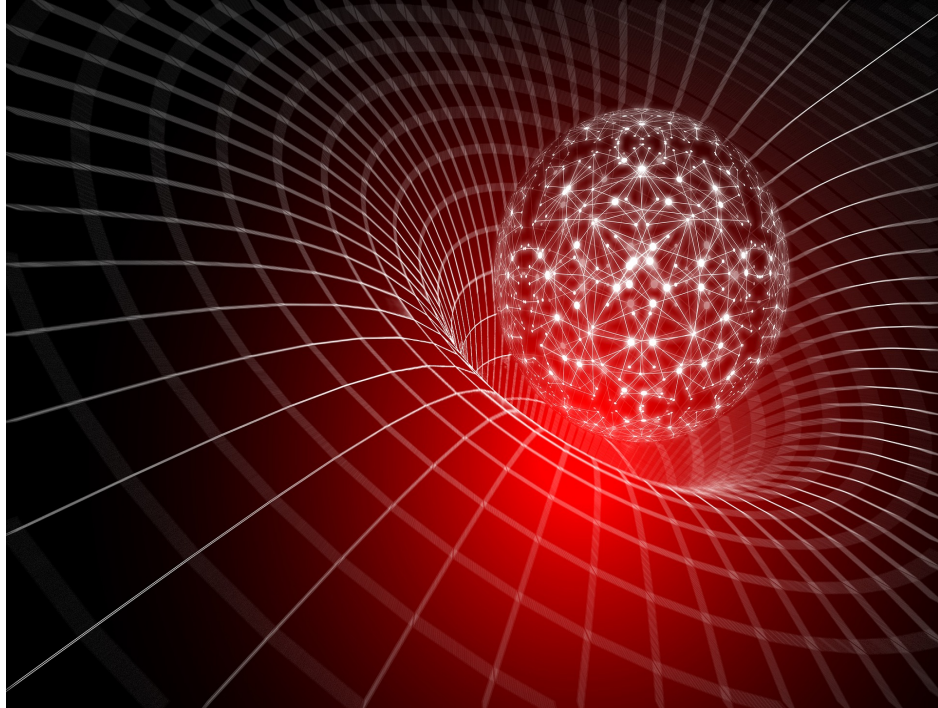
Supporting resources at waubonsee.edu/careerdevelopment



Contact us at (630) 466-2368 or careerdevelopment@waubonsee.edu



Why You Apply for Jobs and Never Hear Back



Many applications are never seen by an actual person because:

- an ***Applicant Tracking System (ATS)*** determined the resume did not match the criteria (keywords)

Or maybe the keywords were there, but . . .

- resume formatting features blocked the ATS's ability to "see" the keywords





Selectech® Talent Acquisition
Featuring:
ATS ■ Assessments ■ On-Boarding ■
Form I-9/E-Verify ■ Auto-Reference Checks
■ New Hire/Exit Surveys

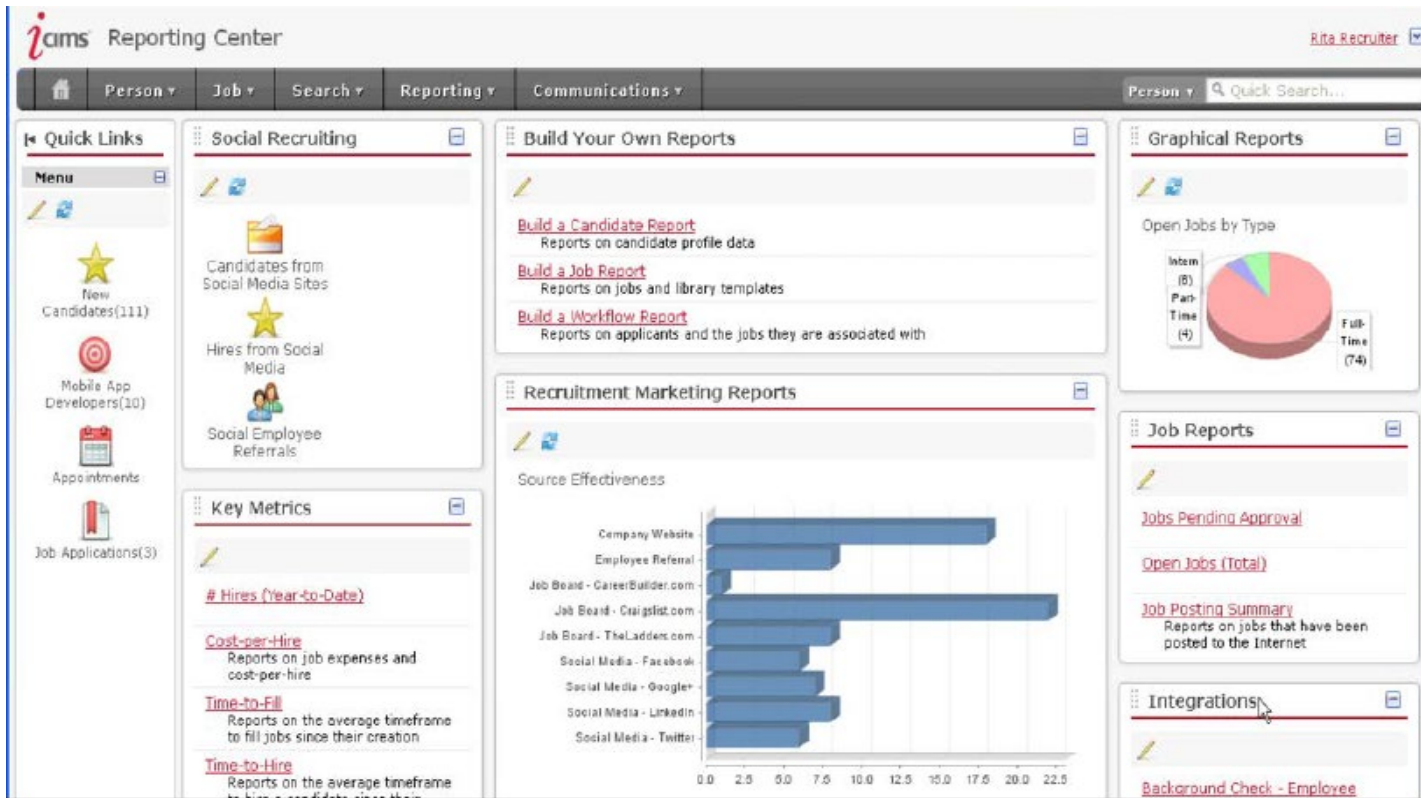


So, What are Applicant Tracking Systems?

- Software that uses algorithms to process and scan resumes for keywords
- Score/Rank applicants based on keywords findings
- Allows recruiter to search resumes by keyword or sort all applicants by ATS scoring system
- May assist with a variety of other HR tasks



And Why Do Companies Use Them?

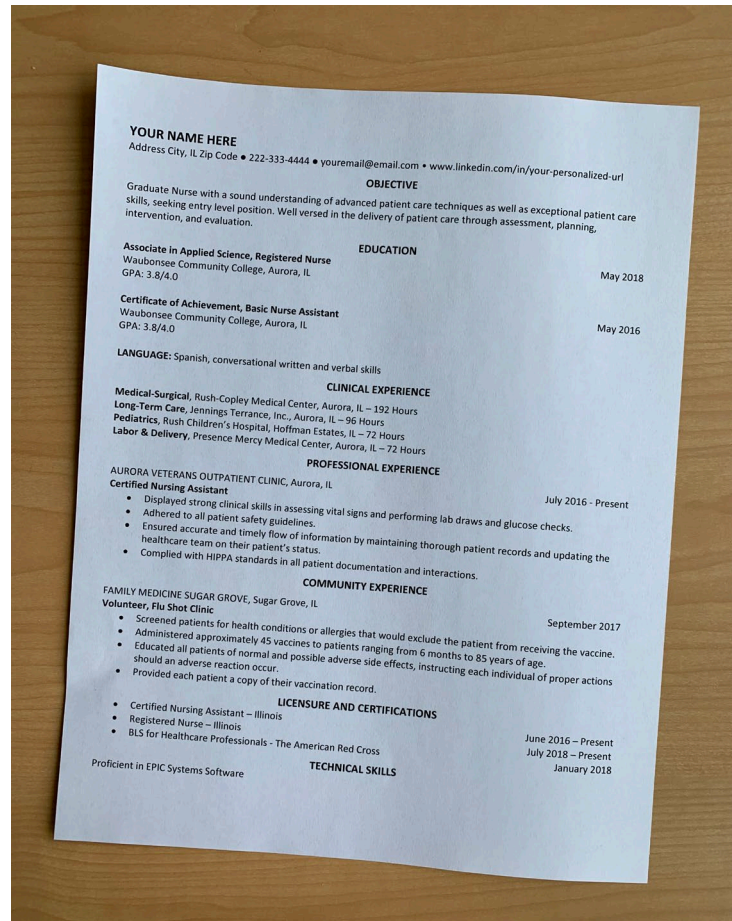


Screenshot from iCIMS Training Webinar 8/28

- Saves money and time reviewing resumes
- Simplifies recruiting by automating the hiring process



What You Submit



What Employers See

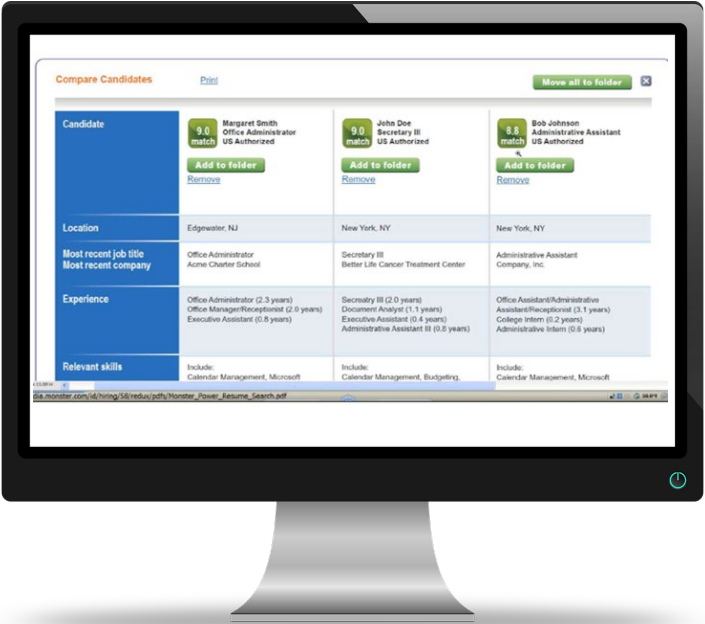
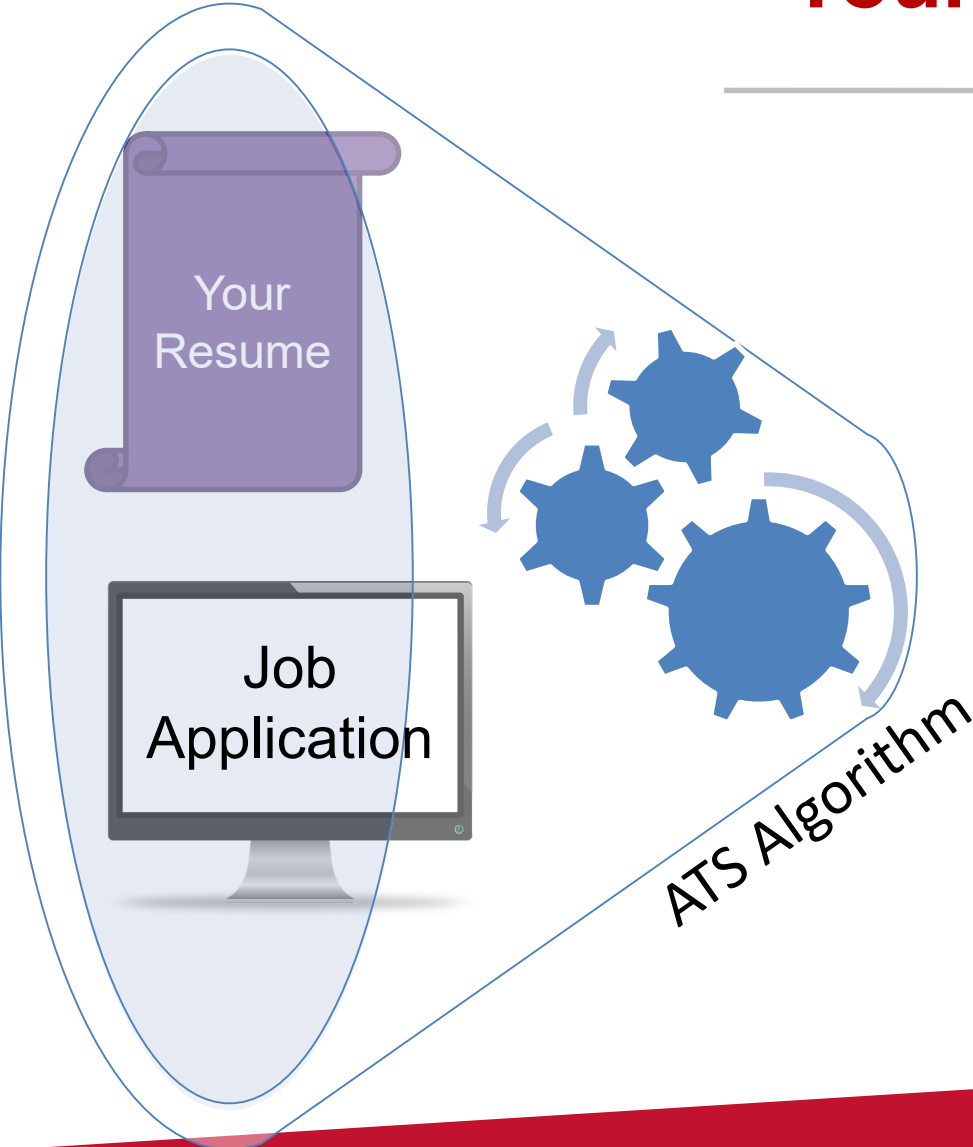
Compare Candidates [Print](#) Move all to folder

Candidate	Margaret Smith Office Administrator US Authorized	John Doe Secretary III US Authorized	Bob Johnson Administrative Assistant US Authorized
	9.0 match Add to folder Remove	9.0 match Add to folder Remove	8.8 match Add to folder Remove
Location	Edgewater, NJ	New York, NY	New York, NY
Most recent job title Most recent company	Office Administrator Acme Charter School	Secretary III Better Life Cancer Treatment Center	Administrative Assistant Company, Inc.
Experience	Office Administrator (2.3 years) Office Manager/Receptionist (2.0 years) Executive Assistant (0.8 years)	Secretary III (2.0 years) Document Analyst (1.1 years) Executive Assistant (0.4 years) Administrative Assistant III (0.8 years)	Office Assistant/Administrative Assistant/Receptionist (3.1 years) College Intern (0.2 years) Administrative Intern (0.6 years)
Relevant skills	Include: Calendar Management, Microsoft	Include: Calendar Management, Budgeting	Include: Calendar Management, Microsoft

dia.monster.com/id/hiring/58/redux/pdfs/Monster_Power_Resume_Search.pdf



Your Resume's Journey



Employer ATS Dashboard



What Employers See

Assigns each candidate a 1-10 score →

Adds years of experience by month →

Seeks keyword matches of relevant skills →

The screenshot shows a 'Compare Candidates' interface with three columns for different candidates. Each candidate has a score, name, title, location, job history, and relevant skills listed.

Candidate	Score	Name	Title	Location	Most recent job title	Most recent company	Experience	Relevant skills
Margaret Smith	9.0 match	Margaret Smith	Office Administrator US Authorized	Edgewater, NJ	Office Administrator	Acme Charter School	Office Administrator (2.3 years) Office Manager/Receptionist (2.0 years) Executive Assistant (0.8 years)	Include: Calendar Management, Microsoft
John Doe	9.0 match	John Doe	Secretary III US Authorized	New York, NY	Secretary III	Better Life Cancer Treatment Center	Secretary III (2.0 years) Document Analyst (1.1 years) Executive Assistant (0.4 years) Administrative Assistant III (0.8 years)	Include: Calendar Management, Budgeting,
Bob Johnson	8.8 match	Bob Johnson	Administrative Assistant US Authorized	New York, NY	Administrative Assistant	Company, Inc.	Office Assistant/Administrative Assistant/Receptionist (3.1 years) College Intern (0.2 years) Administrative Intern (0.6 years)	Include: Calendar Management, Microsoft



Employer View of ATS Dashboard

Compare Candidates [Print](#) [Move all to folder](#)

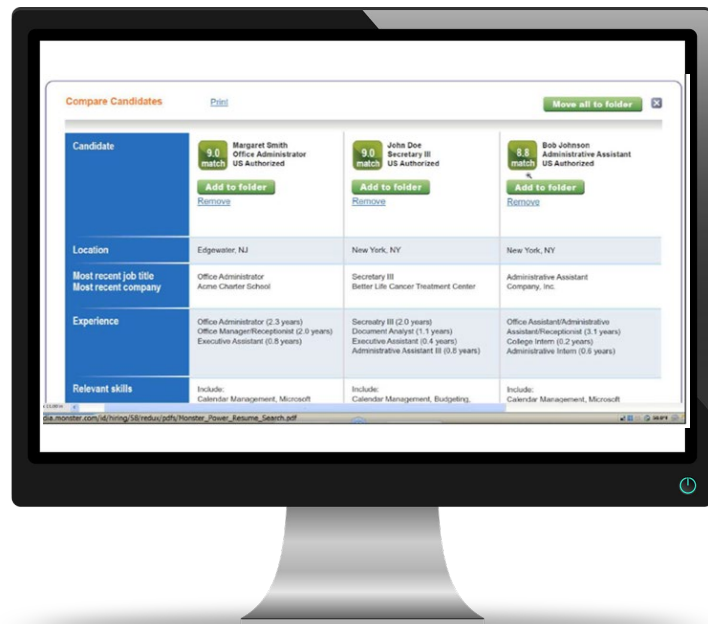
Candidate	Margaret Smith Office Administrator US Authorized 9.0 match Add to folder Remove	John Doe Secretary III US Authorized 9.0 match Add to folder Remove	Bob Johnson Administrative Assistant US Authorized 8.8 match Add to folder Remove
Location	Edgewater, NJ	New York, NY	New York, NY
Most recent job title Most recent company	Office Administrator Acme Charter School	Secretary III Better Life Cancer Treatment Center	Administrative Assistant Company, Inc.
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Relevant skills	Include: Calendar Management, Microsoft	Include: Calendar Management, Budgeting	Include: Calendar Management, Microsoft

dia.monster.com/id/hiring/58/redux/pdf/Monster_Power_Resume_Search.pdf

- Employers may initially see some of your resume in condensed column format. NOT the actual resume as you submitted it
- Your resume has the potential to be viewed if an employer sees a high score on the ATS dashboard



Networking: Another Way Through



Networking is an often overlooked way to encourage a person to find your resume in an Applicant Tracking System.

Always try to make a connection with the hiring manager at the company--in person, by phone, or by email. **If they know you are applying, they may look for your application.**



How to Format Your Resume for ATS Readability



Do NOT use templates from Google, Word, etc.

AVOID

- Textboxes
- Tables
- Multiple columns
- Images
- Content in header/footer fields

USE

- Sample resumes on www.waubonsee.edu/careerdevelopment



Keep Formatting Simple



There are hundreds Applicant Tracking Systems software brands and multiple versions.

You want the ATS to “see” your content/keywords, but some ATS software cannot properly “see” content inside formatting features such as text boxes and tables. If an ATS encounters code it doesn’t understand, it may just go around!

When you use simple formatting, you increase the odds that an ATS will be able to “see” the content you worked hard to write.



Job Descriptions Contain Keywords



You can find the keywords you need to get past an ATS in the job description.

Now that you understand how ATS work, continue to [Step 2: Power Up Your Resume Content](#) to begin the process of identifying and using keywords appropriately.



NACE Career Readiness Competencies

Congratulations! During the Getting Past an Applicant Tracking System process you have strengthened the bolded competencies:

Oral/Written Communications

Global/Intercultural Fluency

Digital Technology

Critical Thinking/Problem Solving

Career Management

Teamwork/Collaboration

Leadership

Professionalism/Work Ethic

