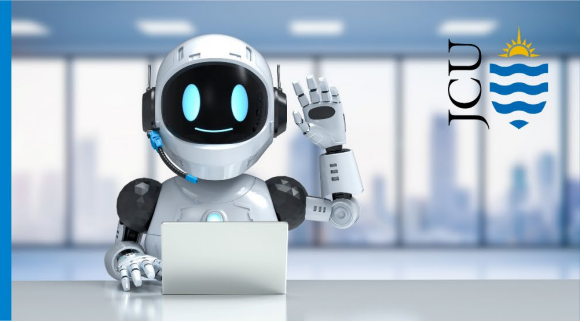


Applicant Tracking Systems

Inside the recruitment screening process



An Applicant Tracking System (ATS) is software used by some employers to screen job applications to make their shortlisting process more time efficient.

ATS scans for keywords related to the job description. If your application lacks these keywords, it may be deemed unsuitable or a low match and automatically filtered out before a recruiter has read it. Applications may also be rejected if the system cannot read the content.

Tips for writing an ATS-compatible application

Keyword matching

Match keywords from the job description. Use the employer's website for insights on company culture and values. Tailor your resume for each application to increase your keyword match for the specific role in the organisation you are applying to.

Formatting

Ensure your application is simple, uncluttered, and easy to read. ATS may struggle with complicated formats, tables, columns, graphics, or unusual fonts. These elements could make your application unreadable. A simple, clean format is best for ATS compatibility. Find a range of ATS-friendly resume templates on our [website](#).

Headings

ATS looks for standard resume sections (e.g. Work Experience, Education). Use clear headings to ensure the system accurately identifies your information.

Use full words

Avoid abbreviations as the ATS may not recognise them. Common industry standard acronyms are usually fine.

Fonts

Use simple sans-serif fonts such as Verdana, Arial, Helvetica, Tahoma, Calibri.

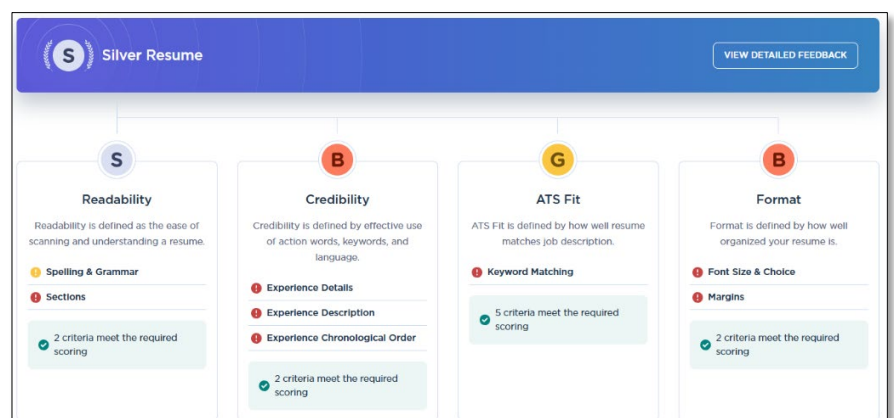
File type

Saving your documents as PDFs is recommended, however PDFs don't guarantee ATS compatibility as some publishing programs save documents as image-based PDFs. Always follow specific format requests when provided.

Big Resume AI-driven feedback

Use our [Big Resume](#) AI tool to get some initial feedback on your resume's readability, credibility, ATS fit and format.

Upload the job advertisement to get more precise feedback on your alignment with keywords from the role description to help increase your ATS match.



Seek expert support from the JCU Careers and Employability Team

Book your personalised one-on-one appointment for tailored assistance with job seeking, resumes, cover letters or preparing for interviews through our [CareerHub](#).