

MAKE YOUR APPLICATION ATS READABLE

Applicant Tracking System

An Applicant Tracking System (ATS) is software used by employers to screen/scan job applications to quicken their shortlisting process. Applications are scanned for key words and can be rejected if the system cannot read the content.

How it works

- **Keywords:** ATS scans for key words related to the job description. If your application lacks these keywords, it may be automatically filtered out.
- **Formatting:** ATS may struggle with complicated formats, tables, columns, graphics, or unusual fonts. A simple, clean format is best for ATS compatibility.
- **Headings:** ATS looks for standard resume sections (e.g., Work Experience, Education). Use clear headings to ensure the system accurately identifies your information.



Tips for writing an ATS-Friendly application

- **Research:** Match keywords from the job description. Use the employer's website for insights on company culture and values.
- **Avoid complex formats:** Steer clear of tables, columns, images, and fancy fonts. These can confuse the ATS, making your application unreadable.
- **Use full words:** Avoid abbreviations; the ATS may not recognise them. Acronyms (e.g., EMR, CMS) are usually fine.
- **Choose simple fonts:** Use sans-serif fonts such as Verdana, Arial, Helvetica, Tahoma, Calibri.
- **Keep it simple:** Ensure your application is simple, uncluttered, and easy to read.
- **Save in the right format:** Saving your documents as PDF is recommended, however PDFs don't guarantee ATS compatibility. Always follow specific format requests when provided.

JCU Careers Resources

Check out our [discipline specific resume examples](#) to help get you started.

