

ATS Optimization Guide

Get past the resume robots.

How ATS works

- ☐ Software scans, parses and ranks resumes
- ☐ Low-match resumes are filtered before a human sees them

Do

- ☐ Mirror keywords from the job posting
- ☐ Use standard headings (Experience, Education, Skills)
- ☐ Save as .docx or simple .pdf
- ☐ Spell out acronyms: "Human Resources (HR)"

Don't

- ☐ Avoid images, icons and multi-column tables
- ☐ Avoid headers/footers for key info
- ☐ Avoid creative section titles

Check your resume free at evalon.tech/resume-checker