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## What percentage is required for ats on resume

Updated on 17 January 2025Are you sending out dozens of job applications without any results?It's frustrating when your carefully crafted resume goes unnoticed by countless employers. You're likely left wondering if anyone is even reading your applications. Understanding Applicant Tracking Systems (ATS) might answer all your problems. After all, such software can decide whether or not your resume makes it to the hiring manager's desk.In this article, we'll go through all the essential things you need to know about ATS to help you land that dream job!Here's what we're going to cover:What Is an ATS?9 Things You Need to Know About ATSWhat Does an ATS-Friendly Resume Look Like?... and much more!Let's get into it.Want an ATS-friendly resume fast? Use one of our templates!They're engineered to breeze through the world's most popular and sophisticated applicant tracking systems.An Applicant Tracking System, or ATS for short, is a type of software companies use to manage job applications.The ATS collects, scans, sorts, and ranks resumes before they reach hiring managers. When you submit a job application online, the ATS is usually the first to see your application. While there are different types of ATS, they all have one main purpose - to help employers manage the tons of resumes they receive and save the hiring manager's time by filtering only what's relevant for them.The ATS does this by scanning resumes for relevant keywords, such as job titles or specific skills that align with the employer's requirements.Based on that, the ATS assigns each application a resume score, reflecting how well it matches the criteria set by the employer. The higher the resume score, the bigger the chance the resume makes it to a hiring manager's desk.So, anyone who doesn't meet the minimal requirements gets disqualified.Applying for a job? Learn how to write a resume with our beginner's guide!Now that you know what an ATS is, let's dive into the eight key things you should know about it!Hiring teams use ATS to streamline the recruitment process and navigate the sheer volume of applications they receive.Here's a step-by-step guide on how ATS work.When a company needs to fill a role, it creates a detailed job description and "feeds" it to the ATS.Based on the input, the ATS creates a detailed model of the ideal candidate, which includes key skills, qualifications, and experience. It's like a benchmark against which all resumes get measured.As resumes come in, the ATS starts sorting them. It examines each application, compares it to the ideal candidate model, and assigns a score based on how closely they match.The ATS filters out resumes that don't meet specific criteria, so candidates who lack keywords from the job ad or any non-negotiable qualifications get disqualified. Then, hiring managers manually go through the highest-scoring resumes to quickly identify the most suitable candidates and reach out for an interview.When the ATS scans your resume, it searches for relevant keywords, such as job titles, skills, or educational degrees that match what the employer is looking for. For example, if a job requires project management skills, the ATS will search for phrases like "project manager," "managed projects," or "project management experience."Here's an example of a project manager resume that contains all the essential keywords:Applicant tracking systems come with different features designed to streamline the hiring process.Here are six essential features that most ATS offer:Resume analysis. Extract information from resumes and organize it into standardized fields for easy searching and comparison.Keyword searching. Allow recruiters to search for specific skills, qualifications, or experiences across all applications.Candidate ranking. Score and rank applicants based on how well their qualifications match the job requirements.Integration with job boards. Automatically post job openings to multiple job boards and collect applications in one place.Collaborative hiring. Enable hiring teams to share notes, evaluations, or feedback on candidates with the system.Reporting and analytics. Provide insights into the hiring process, such as the duration from when a job opening is posted to when an offer is accepted, specifying the channels through which candidates were recruited, as well as diversity metrics.Most large corporations and mid-sized businesses use ATS to manage their hiring processes. Smaller companies and startups don't usually use ATS but it's becoming more popular in recent years.The industries that use ATS most commonly include technology, healthcare, finance, and retail. Some government agencies and educational institutions might also employ this type of software but it varies on a case-by-case basis.Interestingly, many job boards and online career portals use ATS-like systems to organize and present job listings to applicants. So, even if a small company doesn't have its own ATS, your application might still undergo a similar screening process on the job board's platform.Essentially, if you're applying for a job online - whether it's within an international corporation, a local government office, or a growing startup - there's a good chance your application will go through an ATS screening. Overall, you're better off assuming an ATS will be checking your resume anyway, so optimize it accordingly.Applicant tracking systems are constantly improving, but they're not flawless.These types of software are designed to follow what recruiters want and are excellent at managing loads of applications at the same time. But, they can also overlook nuances and details that a human hiring manager would notice immediately.For example, an ATS might struggle to understand unusual job titles. It may also struggle with creative resume layouts or fail to recognize required skills described with synonyms.To give you an idea, listing "relationship building" instead of "customer service" or "data wizardry" instead of "data analysis" might cause the ATS to overlook these key skills, as it is designed to recognize the standard term from the job description.That being said, most modern ATS are pretty sophisticated. They can usually read different file types and recognize plenty of keywords and phrases relevant to the role's requirements.Here's the thing, though - while ATS are becoming more accurate over the years, we strongly recommend you optimize your resume accordingly.Use clear, simple formatting and incorporate keywords from the job description while highlighting any unique qualities that may capture a hiring manager's attention.Remember, your goal is to get past the ATS and to impress a human hiring manager with the same resume!You might wonder why using ATS is so common across the job market.Well, after posting a job ad, organizations can receive hundreds (or even thousands!) of applications for a single vacancy. So, hiring managers typically spend only 10 seconds skimming your resume before deciding if they should read it in detail.And having an ATS to filter out unqualified candidates beforehand speeds up the entire process.Let's break down most of the reasons why employers use applicant tracking systems:They save time. An ATS can quickly sort through a large number of resumes, so it allows hiring managers to focus on the top applicants.They are cost-effective. Companies can reduce costs by automating aspects of the recruitment process. An ATS costs less than paying a huge team to sort through each application manually.They offer an unbiased first screening. The ATS treats all applications equally, so there are fewer chances of overlooking excellent candidates.They lead to better candidate experience. Advanced ATS can inform candidates about their application progress instead of having them wait for a hiring manager to reply.They help make data-driven decisions. This type of software can create reports and analytics that allow businesses to make better hiring decisions based on actual data.They make compliance easier. ATS can be programmed to follow local hiring laws and regulations, which helps employers avoid legal trouble that a human mistake might lead to.They help build a talent pool. Even if you aren't qualified for the position you applied for, an ATS can match you to a different job opening or keep your information on file for future opportunities. You might be ideal for a different role at the same company!While ensuring your resume passes through an ATS is essential, focusing too much on beating the system can backfire. Many job seekers attempt to stuff their resumes with keywords or use just the right template, but this approach can hurt your chances of being selected.It's crucial not to lie or exaggerate qualifications to get past the ATS. Even if you manage to fool the system, interviewers will eventually question your strengths and weaknesses. Once you're in the interview, any gaps or false claims will be exposed, potentially costing you the job. If you don't have experience, focus on transferable skills, education, and any relevant projects or volunteer work that highlight the role's requirements and demonstrate your ability to succeed.Are you finished writing your ATS resume? Awesome! Now all you have to do is double-check that you have completed all of the checkpoints that the ATS will look for.The simplest approach to ensure that your resume is ATS-optimized is to contact ChatGPT for assistance.All you need to do is log into ChatGPT, open a new chat, and explain that you require an ATS check.Next, upload the job posting and your resume to ChatGPT, and obtain an approximate ATS score as well as suggestions for revisions.There are several ways to optimize your resume to the ATS.First, you should always pay attention to your resume's formatting. Always go for the chronological resume format - it's the preferred format among hiring managers and applicant tracking systems. It presents your work experience linearly, starting with your most recent role and going backward.Additionally, you should stick to a simple layout with clear headings and bullet points. Avoid using graphics or other images, since ATS systems can only read text.Choose a professional but not overused font. Something like Roboto, Ubuntu, or Overpass would be ideal so both the ATS and hiring manager can easily read your resume.Finally, incorporate relevant keywords and phrases from the job description to show that you match the role's requirements. For example, if the job ad is looking for a "social media specialist" and lists corresponding skills and qualifications as requirements, your professional achievements could include a statement like "Managed social media marketing campaigns with a focus on Facebook advertising."And if you want to make this whole thing a lot easier, you can just use an ATS-friendly resume template.Each of these templates is developed in collaboration with hiring professionals globally to ensure you create a stand-out application that impresses the ATS and human hiring managers.Here's an example of what an ATS-friendly resume looks like.Are you still wondering what else you might need to know about the ATS? We've compiled a list of the most frequently asked questions to help you.Q - What File Types Do ATS Recognize?When it comes to resume file formats, PDF is your top choice. It's compatible with most ATS and it keeps your layout the same regardless of what device you use to view it.Q - Can ATS Reject Your Application Without a Human Reviewing It?Yes, it's possible for the ATS to automatically reject your resume.Usually, this happens when your resume doesn't meet the employer's basic requirements. If your resume is missing important keywords, the ATS will give it a low score or outright dismiss it.However, this doesn't necessarily mean you're not a suitable candidate for that job. More often than not, it simply means that your resume isn't optimized for the ATS, and plenty of well-qualified candidates miss out on great job opportunities because their applications aren't ATS-friendly.Q - What Are the Disadvantages of ATS for Job Seekers?The biggest drawback of ATS running the initial screening is that well-suited candidates might slip through the cracks if their resumes have formatting problems, creative resume designs, or lack specific keywords.But once you know how the ATS operates, you can easily navigate past these obstacles and boost your chances of landing a job interview.You've made it to the end!Now that we covered all the essentials of the ATS, let's do a quick recap before we part ways:Applicant Tracking Systems (ATS) are a type of software used by companies to manage job applications. They collect, scan, and rank resumes, and only forward the most well-qualified candidates to hiring managers.ATS work by creating an ideal candidate model based on the job description, and then they evaluate and assign a score to incoming resumes against this model.As with other technologies in the HR industry, the ATS is improving but it can still overlook qualified candidates due to formatting issues or missing keywords.Employers use ATS for many reasons, such as to save time, reduce costs, and make data-driven decisions.The best way to ensure your resume makes it past the ATS is by using a professional ATS-optimized resume template. Check out some of the templates available in our free resume builder to get started!Business document For other uses, see Résumé (disambiguation). An example of a résumé with a common format from the name John Doe. A résumé or resume (or alternatively resumé)[a][1] is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often are used to secure new jobs, whether in the same organization or another.[2] A typical résumé contains a summary of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, a potential employer sees regarding the job seeker and is used to screen applicants before offering an interview. In the UK, EMEA, and Asian countries, a curriculum vitae (CV) is used for similar purposes. This international CV is more akin to the résumé—a summary of one's education and experience—than to the longer and more detailed CV expected in U.S. academic circles. However, international CVs vary by country. For example, many Middle East and African countries and some parts of Asia require personal data (e.g., photograph, gender, marital status, children) while this is not accepted in the UK, U.S., and some European countries.[3] In South Asian countries such as Pakistan and Bangladesh, biodata is often used in place of a résumé.[4] The word "résumé" comes from the French word *résumer* meaning "to summarize".[5] Leonardo da Vinci is sometimes credited with the first résumé, though his "résumé" takes the form of a letter written about 1481–1482 to a potential employer, Ludovico Sforza.[6][7] For the next 450 years, the résumé continued to be simply a description of a person, including abilities and past employment. In the early 1900s, résumés included information like weight, height, marital status, and religion. By 1950, résumés were considered mandatory and started to include information like personal interests and hobbies. It was not until the 1970s, the beginning of the Digital Age, that résumés took on a more professional look in terms of presentation and content.[8] The start of the 21st century saw a further evolution for résumés on the internet as social media helped people spread résumés faster. In 2001 LinkedIn was launched, which allowed users to post their résumés and skills online.[9] Since, many SaaS companies began providing job seekers with free online résumé builders, usually templates to insert credentials and experience and create a résumé to download or an online portfolio link to share via social media. With the launch of YouTube in 2005, video résumés became common, and more and more high school students began to send them to different colleges and universities.[10] In many contexts, a résumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via applicant tracking systems (ATS), make heavy use of active verbs, and display content in a flattering manner. Acronyms and credentials after the applicant's name should be spelled out fully in the appropriate section of the résumé to increase the likelihood they are found in a computerized keyword scan.[11] A résumé is a marketing document in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. In late 2002, job seekers and students started making interactive résumés such as résumés having links, clickable phone numbers and email addresses. With the launch of YouTube in 2006, job seekers and students also started to create multimedia and video résumés.[12] Job seekers were able to circumvent the application for employment process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the résumé for each position applied for and its keywords [13] In order to keep track of all experiences, keeping a "master résumé" document is recommended, providing job seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various résumé formats tends to produce results varying from person to person, for the occupation, and the industry. Résumés or CVs used by medical professionals, professors, artists, and people in other specialized fields may be comparatively longer. For example, an artist's résumé, typically focused on experience and achievements in the artistic field,[14] may include extensive lists of solo and group exhibitions. Résumés may be organized in different ways. The following are some of the more common résumé formats: A reverse chronological résumé, the current preferred standard as of 2024, lists a candidate's job experiences in chronological order (last thing first), generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a résumé typically list the starting date to the present. The reverse chronological résumé format is optimal for professionals who are making advancements in the same vertical. [15] In this format, the main body is the Experience section, starting from the most recent experience and moving chronologically backward through previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. In the United Kingdom the chronological résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fallen from favor,[16] the functional résumé listed work experience and skills sorted by skill area or job function and specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. The functional résumé was used by individuals making a career change, a varied work history, or relevant roles which were held some time ago. Rather than focus on the length of time that has passed, the functional résumé allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid résumé. A hybrid or combination résumé combines the best of the reverse chronological and functional resume formats. Opening with a profile or summary to showcase the most relevant information, it often continues with a section of highlights and/or a list of strengths before listing reverse chronological experience and education. This enables the candidate to present the most relevant strengths and impressive accomplishments at the top. This format is particularly helpful for candidates who have employment gaps, may have more than one to two short-term roles, or have relevant experience from early in their careers. It is also excellent for those who are looking to change fields or industries. The strength of this format is it spotlights relevant information up front and deemphasizes less relevant titles and less desirable chronological issues. A blind résumé is a modern and equitable style used by some employers to focus on an applicant's qualifications and experience by removing any personal identifying information that could potentially result in bias. By excluding or minimizing details such as the candidate's name, age, gender, address, or educational background, blind résumés aim to ensure that recruiters assess candidates based solely on relevant information like their academic qualification, abilities, experience, and skills, rather than on discriminatory factors such as ethnicity, gender, or academic pedigree, which do not provide meaningful insights into the candidate's qualifications. This method is designed to promote fairness, equality, and diversity in recruitment by reducing the impact of biases that often influence hiring decisions, particularly for racialized and diverse job applicants. Studies have shown that candidates with certain demographic characteristics, such as names associated with a particular race or gender, are often unfairly disadvantaged in the hiring process. While the challenge of deeply ingrained systemic bias cannot be fully addressed by blind résumés alone, and not all recruiters may be familiar with this approach, it is considered a best practice among some organizations and applicants. This de-biasing approach is promoted in environments where broader systemic changes to address biases in hiring practices, interviews, and promotions within organizations are still evolving.[17][18][19] As the internet becomes largely driven by multimedia, job-seekers have sought to take advantage of the trend by moving their résumés away from the traditional to website résumés or e-résumés. Video and infographic résumés have gained popularity in the creative and media industries.[20] This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional résumé format.[21] According to Forbes, almost 85% of employers use Applicant Tracking Systems (ATS), and it is common for employers to only accept résumés digitally. This has changed much about the manner in which résumés are written, read, and processed, as paper-based résumés become an exception rather than the rule.[22] Many employers and recruitment agencies insist on résumés in a particular file format. Most prefer Microsoft Word documents, while others will only accept résumés formatted in PDF or plain ASCII text. Since almost all employers now find candidates through search engines and ATS, which use artificial intelligence (AI) to search, filter, and manage high volumes of résumés, it is critical to tailor résumés to ATS standard or risk being eliminated: according to the Harvard Business Review (HBR), 88% of employers believe qualified applicants are filtered out by ATS.[23] ATS and to some extent other search engines use natural language processors to parse résumés. Résumé parsers often correctly interpret some parts of the résumé while missing or misinterpreting others. The best résumé parsers capture a high percentage of information regarding location, names, and titles, but remain less accurate with skills, industries, and other less structured information, and can fail entirely if faced with formats they are not designed to handle. According to Indeed, the ideal ATS-friendly résumé uses Arial, Calibri, Cambria, Garamond or Georgia font, does not include graphs, tables, or headers (formatted headers not sections), and uses "keywords" or role-specific words and descriptions in a job description.[24] Shapes, text boxes, other graphic images should be avoided on résumés or they can set off ATS filters (each ATS varies). Résumés written following these rules are more likely to be correctly captured by, and ranked higher by, ATS, thereby making candidates more findable. AI tools can also be used to test résumés,[25] but AI-generated resume content must be rigorously verified and edited as generative AI produces very consistent sentence structure, and under different jobs with similar responsibilities, often repeats identical phrases. This can catch the attention of algorithms, so résumés must be edited carefully to be make it through ATS to be seen by potential employers.[26] Having a résumé online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML résumé (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their résumé available to employers and professionals who use Internet recruiting.[28] Background check Europass European Standardized model Federal resume Résumé fraud Curriculum vitae Cover letter Résumé parsing Video resume Ghost job ^ US: /rɛzʊmeɪ/ UK: /rɛʒjomeɪ/ French: [ʁezyme] ^ "résumé". 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