***What is an applicant tracking system and why is it keeping you from getting the job you want?***

**Applicant tracking systems, also known as ATS, are a type of software that organizes applicants for recruiters and HR.** ATS are used by all different sizes of companies to sift through large groups of applicants.

The main goal of ATS is to act as a tool to simplify the hiring process for a recruiter. Just like a search engine, after a recruiter's search, some applicant tracking systems rank applicants by keywords (skills, job positions) and filters (i.e. location and education).

**Recent research found that 98% of Fortune 500 companies use ATS while a Kelly OCG survey estimated 66% of large companies and 35% of small organizations rely on recruitment software.** Nike, Clorox, Coco-Cola- Microsoft and Allstate are just a few examples of companies that use a tracking system to scan your resume before it ever gets to a recruiter.

There are pros and cons to ATS, just like every other software an employer could use. Systems are designed to look for specific keywords and types of backgrounds for advertised positions, meaning good candidates who are switching careers might slip through the cracks of the system unnoticed. This is where Quinncia comes in to help ensure you are prepared.

**Here are just a few tips on getting your resume to pass an ATS:**

* Carefully tailor your resume to the job description every single time you apply
* Use a chronological resume format
* Don’t use tables or columns as they often cause major parsing errors
* Use a traditional resume font like Helvetica, Garamond, or Georgia
* Don’t use headers or footers as the information might get lost or cause a parsing error
* Use standard resume section headings like “Work Experience”

If you want to find out if your resume will actually pass through an applicant tracking system, visit [quinncia.io](https://quinncia.io/) today.

* [CNN: Getting vetted by AI](https://edition.cnn.com/2020/01/15/tech/ai-job-interview/index.htm) 2020
* [InsideHighered.com](http://insidehighered.com/)[: AI Assessed Interviews](https://www.insidehighered.com/news/2019/11/04/ai-assessed-job-interviewing-grows-colleges-try-prepare-students) 2019
* [CNBC: Robots Reading Resume](https://www.cnbc.com/2018/10/01/how-to-make-sure-the-robots-pass-your-resume-on-to-the-hiring-manager.html) 2018
* [Wall Street Journal: Robot-Proof Applications](https://www.wsj.com/articles/make-your-job-application-robot-proof-11576492201) 2020

**First Name Last Name**

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in)

**Summary (optional)**

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

**Education**

Name of University, ABC school June 2010–May 2012

Degree (e.g Bachelor of Science), Major: XXXXX GPA (GPA is optional.)

Minor: XXXXX

 \*\*if masters degree then repeat above format for undergraduate.

\*\*do not use bullet points in education section

**Professional Experience**

**Organization Name** City, State

***Position Title*** Month year–Present

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

**Organization Name** City, State

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* Start with strong action verbs and avoid using responsible, helped, researched or assisted.

\*\*repeat for all relevant positions

**Activities**

**Organization Name, Institution Name** City, State

***Title***  Month year–Present

Brief description (1-2 lines).

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show hard skills of projects you have worked on.
* You should also focus on leadership, teamwork, and management skills here