



# Application Tracking System

Have you been applying for many jobs but not getting any response?

Chances are your application is still sitting at the bottom of employer database because the Application Tracking System software didn't like it!

An **Application Tracking System (ATS)** acts as an electronic gatekeeper for an employer.

ATS is commonly used for:

▶ **Recruitment purposes**

- ATS scans your resume and application letter
- Key words are drawn out to determine if your application meets the requirements to proceed to the next stage

▶ **Managing the influx of applications**

- ATS is used to electronically cull applications to select only those that are relevant to the job advertisement
- This is determined by a predefined list of key words

▶ **Every ATS is designed differently to meet individual employer needs and job requirements**



## How to get past the ATS?

- ▶ Tailor your application to match the job requirements
- ▶ Use key words from the job advertisement in your application
- ▶ Limit the amount of jargon and unnecessary words
- ▶ Avoid using text boxes, tables, header and footer
- ▶ Keep formatting simple – use headings, avoid fancy graphics
- ▶ Don't leave out the dates of your employment history
- ▶ Check for spelling errors
- ▶ Use a Word document unless specified otherwise in job advertisement
- ▶ Don't apply for positions that you can't prove you have the skills or experience

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