How to Write an ATS

E-Solutions IT Services Pvt. Ltd.

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HOW TO WRITE AN ATS-FRIENDLY RESUME: A COMPLETE GUIDE FOR TODAY'S JOBSEEKERS

In today's digital-first hiring landscape, getting your resume noticed is no longer just about strong experience or impressive achievements it's also about making sure your resume can be read and understood by Applicant Tracking Systems (ATS). More than 90% of mid-to-large organizations use ATS platforms to screen talent long before a human recruiter reviews a resume.

As a global workforce solutions leader, **E-Solutions** supports candidates across industries every day, and one common challenge we see is that highly qualified professionals get rejected simply because their resumes are not optimized for ATS.

This guide explains how ATS works and what steps you can take to create a resume that passes automated screenings and reaches hiring managers.

❖ WHAT IS AN ATS AND WHY DOES IT MATTER?

An Applicant Tracking System is software used by employers to manage the hiring process. It scans resumes, extracts key information, and ranks candidates based on relevance to the job description.

If your resume isn't formatted correctly or doesn't include the right keywords, an ATS may:

- Misread your information
- Skip important skills
- Reject your resume before a recruiter or any other organization ever sees it

An ATS-friendly resume ensures your application gets a fair chance.

1. USE A CLEAN AND SIMPLE RESUME FORMAT

ATS platforms struggle with overly designed resumes. Elements that confuse the system include:

- Graphics, images, icons
- Tables and columns
- Text boxes and shapes
- Headers and footers with key information

Best Practices

- Use a single-column layout
- Choose standard fonts like Arial, Calibri, or Times New Roman
- Keep formatting minimal simple bullet points work best

- Submit a **.doc or .docx file** unless a PDF is specifically requested

A clean format ensures seamless scanning by ATS software used by companies.

2. USE KEYWORDS THAT MATCH THE JOB DESCRIPTION

ATS tools rely heavily on keywords to evaluate relevance. These keywords often relate to:

- Job-specific skills

- Tools and technologies

- Certifications

- Industry terminology

How to optimize your keywords:

- Carefully review the job description

- Incorporate repeated terms naturally into your summary, skills, and experience

- Include both full forms and abbreviations

- Avoid keyword stuffing

Keyword alignment is one of the key factors that determines whether your resume appears in recruiter dashboards.

3. STRUCTURE YOUR RESUME CLEARLY

ATS platforms read resumes top-to-bottom. A clear structure helps both the system and human reviewers.

Recommended Structure

1. Professional Summary

2. Skills

3. Work Experience

4. Education

5. Certifications

6. Optional: Projects, Awards, Volunteer Work

Use standard section headings like **"Work Experience" or "Education"** since ATS software whether used at E-Solutions or elsewhere recognizes these universal terms.

4. FOCUS ON ACHIEVEMENTS, NOT JUST RESPONSIBILITIES

A strong ATS-friendly resume doesn't just list tasks it showcases accomplishments.

Use measurable statements such as:

- "Improved process efficiency by 25% through workflow automation."
- "Managed high-volume recruitment for 40+ technical roles annually."
- "Reduced onboarding time by redesigning hiring procedures."

Accomplishment-driven experience stands out to ATS and to recruiters when reviewing shortlisted profiles.

5. AVOID ELEMENTS THAT ATS CANNOT READ

Avoid formatting features that may cause parsing errors:

- Multi-column designs
- Tables
- Images or icons
- Special fonts
- Graphics or decorative elements

Sticking to simple formatting ensures your resume is processed correctly by the ATS systems trusted by hiring teams.

6. USE STANDARD JOB TITLES AND STRONG ACTION VERBS

Creative job titles often confuse ATS systems. Be clear and consistent.

Recommended action verbs:

- Led
- Implemented
- Managed
- Coordinated
- Designed
- Analysed
- Optimized

These make your experience ATS-friendly and more compelling for hiring managers.

7. CREATE A SKILL SECTION OPTIMIZED FOR ATS

ATS algorithms often scan for an exact match of skills listed in the job description.

Examples of a strong skills list:

- Java, SQL, Python
- Talent Acquisition, ATS Management
- Cloud (Azure, AWS)
- Agile, Scrum
- Data Analytics

Use bullet points to help the ATS detect each skill individually.

8. SAVE YOUR RESUME IN AN ATS-FRIENDLY FILE FORMAT

The safest formats are:

- .doc
- .docx

These formats ensure maximum compatibility with ATS platforms widely used by organizations including **E-Solutions.**

If using a PDF, ensure it is saved from editable text, not scanned as an image.

9. TAILOR YOUR RESUME FOR EACH ROLE

Every job description is different, and your resume should be too.

You should:

- Update skills and keywords
- Highlight relevant achievements
- Customize the summary and professional experience

A tailored resume significantly increases your chances of getting shortlisted by recruiters at **E-Solutions** and other top employers.

FINAL THOUGHTS

Writing an ATS-friendly resume is essential in today's automated hiring environment. Clean formatting, strategic keyword placement, and clear structure ensure your resume successfully passes initial screenings and reaches human recruiters.

As a trusted global workforce solutions provider with over 22 years of experience, E-Solutions understands how critical resume optimization is for jobseekers. By following these best practices, you can improve your chances of landing interviews and securing opportunities in an increasingly competitive job market.