

Applications & ATS

Make your application easy for both technology and recruiters to read.

1

Context

WHY THIS MATTERS

Many employers use Applicant Tracking Systems to organise applications. Your documents still need to be written for people, but formatted clearly for systems.

A SIMPLE PATHWAY

- Read the ad carefully
- Identify keywords
- Tailor your resume
- Check formatting
- Submit carefully
- Track your application

KEY TAKEAWAYS

- Use standard headings: Education, Experience, Skills.
- Include keywords naturally from the job ad.
- Keep formatting clean and simple.
- Answer all application questions carefully.

2

Insight

EMPLOYER INSIGHT

ATS software does not replace strong applications. It helps employers manage volume, so clarity and relevance still matter above everything else.

TOP TIP

Focus on evidence. Employers respond to clear examples of what you did, what you learned and what changed because of your contribution.

3

Action

WHAT TO DO

- ✓ Use the employer's language where accurate.
- ✓ Upload the requested file type.
- ✓ Check every required field before submitting.
- ✓ Use a clear, professional file name.

WHAT TO AVOID

- Keyword stuffing — it reads as inauthentic.
- Tables, graphics or text boxes in ATS resumes.
- Submitting the wrong version of a document.
- Leaving selection criteria unanswered.

QUICK CHECKLIST

- Keywords included naturally
- Standard headings used
- File names are professional
- All questions answered
- Submission confirmed

REFLECTION

What words appear repeatedly in the job ad, and where can you honestly show those skills?

YOUHIVE TIP

YouHive includes ATS-style matching to make it easier for the right companies to find you.