



GET YOUR RESUME PAST

THE MACHINES

AND LAND A JOB YOU LOVE



A College Recruiter Guide
with inside tips from the experts at Intry



What is an ATS and why should you care?



An ATS is an Applicant Tracking System. This is the machine that scans your resume before a human even lays eyes on it.

Nearly all large companies use an ATS and close to half of small and mid-sized businesses do too.

Why applying for a job through an ATS is so frustrating

- 75% of resumes get filtered out by the ATS.
- The majority of hiring managers admit they lose some qualified candidates through their ATS' filters.
- So you've probably been filtered out and it's not because you're not qualified!
- The strange thing is, the majority of hiring managers say they can't find enough qualified candidates.



The math doesn't work.

We want to help you get through, so keep reading to find good tips.

It's not you. So many other job seekers say they feel this way:

I don't know what I'm doing wrong. I have decent experience and a college education, but I still get nothing.

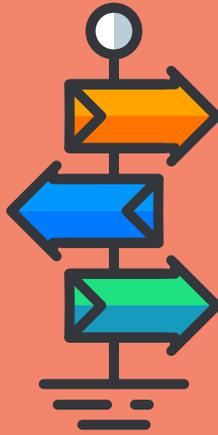
I am depressed, lonely and I feel invisible.

The applications are too time consuming, even for entry-level retail jobs. I can't apply on my phone. Sometimes I don't even finish the application because what's the point?

I send so many resumes—I even paid a resume service—and no one calls me for an interview.
Not finding the right job affects every aspect of my life.



During your job search, follow these 8 tips



1. Focus
2. Self-reflect
3. Network
4. Beware the one-click applications
5. Don't quit your day job yet
6. Tailor your resume for every job
7. Font and format matters
8. Manage your emotions

1. Focus



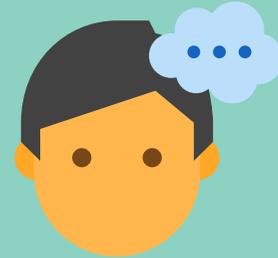
Stop applying everywhere and for everything. **Only apply at companies that match your values, and for jobs that align with your interests.** If you only meet 50% of the requirements, think about whether applying is worth your time.

Values and culture matter. **Research the organization's culture** by reaching out to people who work there (on LinkedIn), and read reviews (on glassdoor). If you apply for an organization where you don't fit, you might find yourself in the same situation a year from now.

2. Self-reflect

It's okay if you're not sure of your career goals. **Reflect on your experiences—when have you felt proud?** What have people praised you for? What impact or achievements do you hope for?

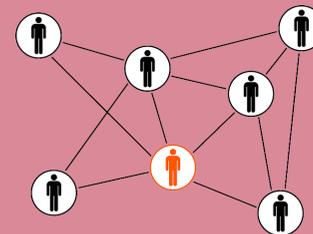
You won't stand out if you don't express what makes you unique. It will help to talk to lots of other people about their own jobs.



3. Network

A human connection is sometimes the way around the ATS. **After you apply online, reach out to people who work there and request an informational interview.** Say you want to learn about their jobs and their company.

Everyone you meet can point you to another person or organization. If you can find contact info of the hiring manager, reach out to reaffirm your interest in the job.



4. Beware of one-click applications



Don't get so click happy that you apply for tons of jobs that don't fit you. Intry recommends you apply only if you meet 80% of the necessary qualifications. **Otherwise, you're adding to the mountain of unqualified resumes** that recruiters receive, causing them to add new filters to weed most people out.

5. Don't quit your day job yet

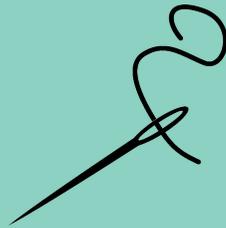


If you are employed, don't quit your job until you find another one. Some recruiters still hold onto an unfortunate bias against unemployed applicants.

6. Tailor your resume for every job

Use the same words from the job description in your resume, as long as you're being honest. If they require analytical skills, include "analytical," "analyze" and "analysis."

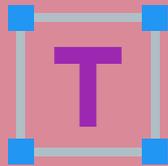
Organizations want to hire people who believe in what they're doing, so **use language from their mission statement.**



You can slightly **adjust the titles of your previous job** to exactly match the job title you're applying for. You could change "Marketing Coordinator" to "Coordinator of Marketing".

7. Font and format matter

Don't use comic sans. Use a standard font like Times New Roman. Don't use arrows or other decorative items. **The ATS is a rigid tool so don't get creative.**



Try testing two different formats to see which is more successful. If you're ultra organized, keep track of what ATS is powering the application (common names: Greenhouse, iCIMS, Jobvite, Kronos, Taleo, Workday). What works for one machine may not work for another.

8. Manage your emotions



If you're feeling depressed and defeated, **reach out to people who support you.** Talk to them about your strengths to remind you that you are qualified and awesome, and you will find a job eventually.

About College Recruiter and Intry

College Recruiter believes every student and recent grad deserves a great career. We also believe you deserve a high-quality job search experience. Every year we connect about 2.5 million students and grads to entry-level jobs, so we know a thing or two about how you can stand out. We have 1 million listings for **ONLY** entry-level job seekers at www.CollegeRecruiter.com. Visit us to find jobs and more job search advice.



The Intry Team feels wholeheartedly that everyone deserves to be happy in their jobs just like we are. Our team members are very different from one another and together, we know how rewarding it is to be accepted and appreciated. We feel passionate about making sure you find an employer who values your uniqueness. “We see you” is more than our motto—it’s what we live by. Visit us at www.Intry.careers.

