ATS Optimization & Resume Services Information Packet

What is ATS Optimization?

Many employers use Applicant Tracking Systems (ATS) to screen resumes before a human review. ATS optimization focuses on formatting, keyword alignment, and clarity to ensure resumes are read accurately by screening software and recruiters.

ATS Optimization Checklist

1. Job description keyword alignment
2. One-column, ATS-safe formatting
3. Standard section headers
4. Optimized bullet points with action verbs
5. Final ATS and human readability review

ATS vs Human-Readable Resume

ATS-optimized resumes prioritize software readability while maintaining clarity for recruiters. In most cases, one well-structured resume satisfies both needs.

Employment Outcome Disclaimer

Resume services are designed to improve clarity, presentation, and alignment with job descriptions and applicant tracking systems. No guarantee is made or implied regarding job interviews, job offers, or employment outcomes. Hiring decisions are determined solely by employers and external factors.

Scope Limitation

Resume optimization is one component of the job search process. Results may vary based on market conditions, employer requirements, experience level, and application strategy.