



NOME AZIENDA

# CV ATS-PROOF **HOW TO!**

APRIL 17TH 2024

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**THE CV IS NOT MEANT TO FIND US A JOB.**

**THE GOAL OF THE CV IS TO GET US CALLED BACK.**

**TO GENERATE ENOUGH INTEREST TO BE CONTACTED FOR AN INTERVIEW.**

**WITH THIS MINDSET, WE WILL UNDERSTAND THAT DEDICATING THE RIGHT**

**TIME TO CUSTOMIZING EACH CV IS ALWAYS WORTH IT.**



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what  
**ATS**

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is?





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# APPLICANT TRACKING SYSTEM

ATS (APPLICANT TRACKING SYSTEM) IS A SOFTWARE APPLICATION USED BY COMPANIES TO MANAGE THE RECRUITMENT PROCESS, INCLUDING THE COLLECTION AND TRACKING OF JOB APPLICANTS' DATA, RESUME SCREENING, AND COMMUNICATION WITH CANDIDATES. IT HELPS RECRUITERS AND HIRING MANAGERS TO STREAMLINE THE RECRUITMENT PROCESS, IMPROVE THE CANDIDATE EXPERIENCE, AND MAKE MORE INFORMED HIRING DECISIONS. ATS SYSTEMS CAN ALSO HELP TO REDUCE BIAS IN THE HIRING PROCESS BY PROVIDING A STANDARDIZED APPROACH TO RESUME SCREENING AND EVALUATION

# 1: KEYWORDS BY JOB POSTING

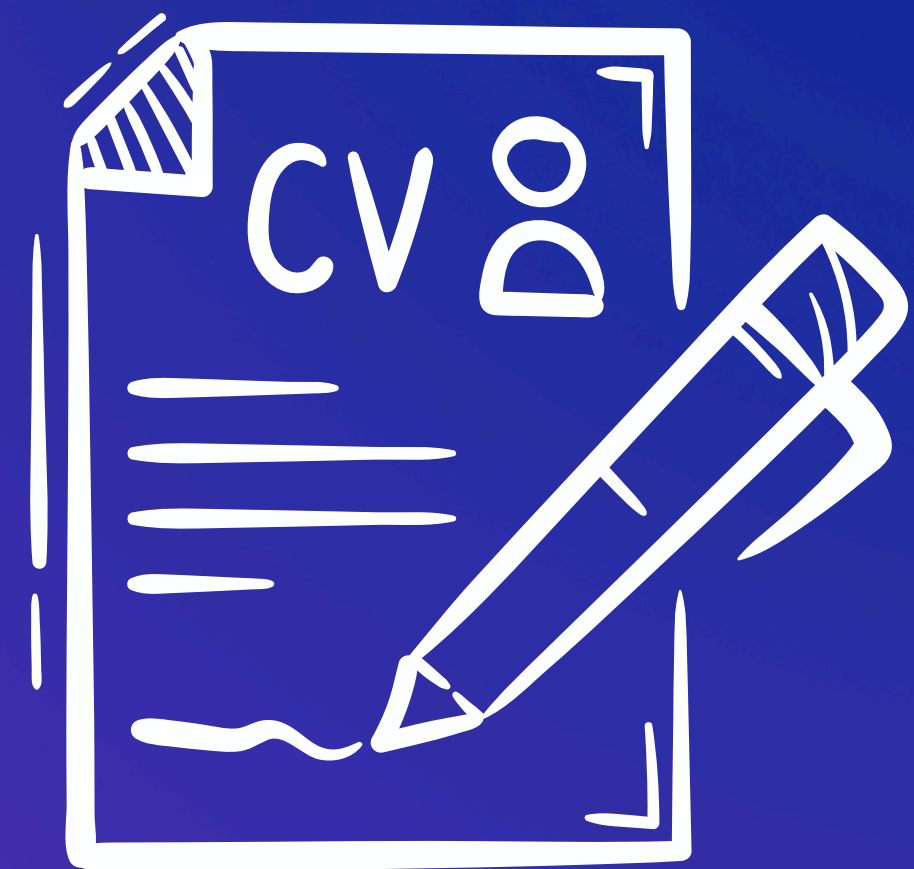
Use relevant keywords: Include relevant keywords for the desired job position in your CV, so that it is easily identifiable by applicant tracking systems (ATS) and recruiters.



E.G. if Graduate... then, Junior Assistant!

## 2. VERY WELL NAMED SECTIONS

Structure the CV in sections: Organize the CV into sections, such as professional experience (if you have!), education, skills, and references, so that it is easy to read and understand for recruiters and ATS.



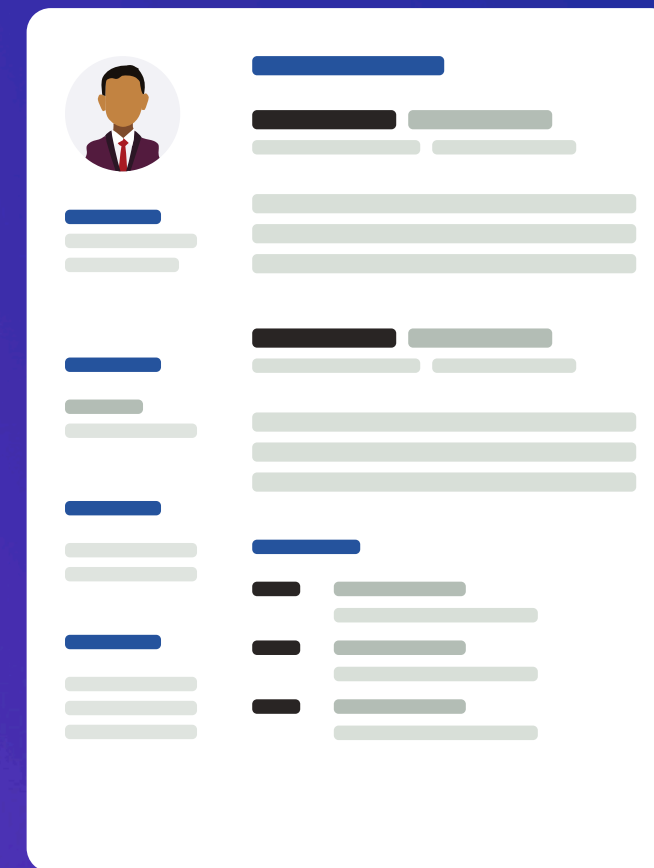
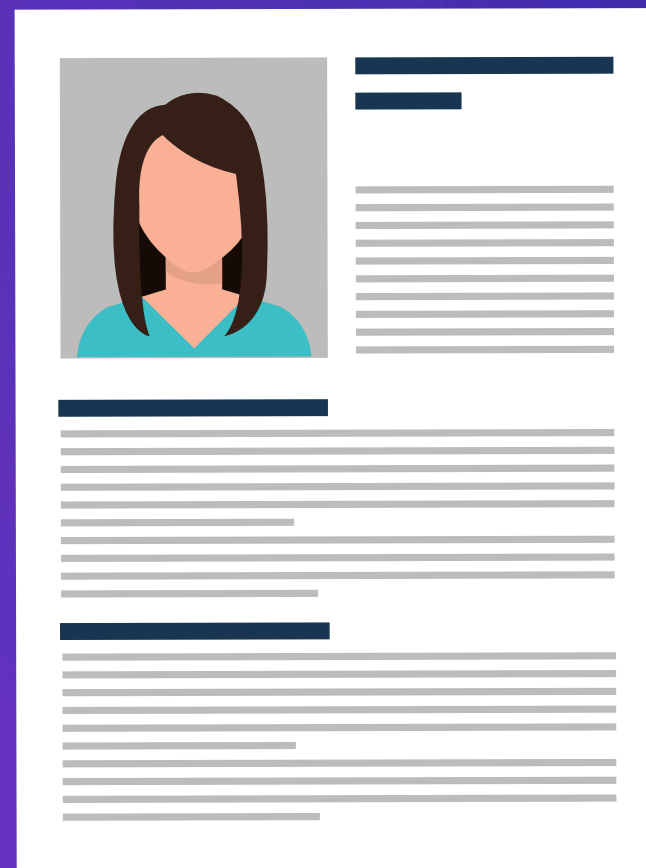
# 3. ONE JOB POSTING, ONE CV

Customize the CV: Customize the CV for each job position, highlighting the relevant skills and experience for the position.



# 4. AS SIMPLE AS THAT

Avoid complex formats: Use simple and standard CV formats, so that they are easily readable and scannable by ATS.





# 5. SKILLS, BEYOND EXPERIENCE

Include a skills section: Include a skills section in the CV, highlighting the professional and personal skills relevant to the position.

A screenshot of a HAYS website article. The header includes the HAYS logo with the tagline 'Working for your tomorrow', a search bar, and navigation links for 'Offerte di lavoro', 'Consigli di carriera', 'Aziende', 'Lavora in Hays', 'Chi siamo', 'Press', 'Executive Search', and 'Somministrazione'. The article title is 'Lavoro, le sfide nel 2024. Nella ricerca dei talenti la competenza batterà l'esperienza, diventando un elemento prioritario per le imprese.' Below the title, there is a sub-heading 'Alcuni trend che caratterizzeranno il mercato del lavoro nel 2024:' followed by a bulleted list of trends. The source is cited as 'Fonte: HAYS.it' at the bottom.

**HAYS** Working for your tomorrow

Ricerca nel sito

Offerte di lavoro Consigli di carriera Aziende Lavora in Hays Chi siamo Press Executive Search Somministrazione

**Lavoro, le sfide nel 2024. Nella ricerca dei talenti la competenza batterà l'esperienza, diventando un elemento prioritario per le imprese.**

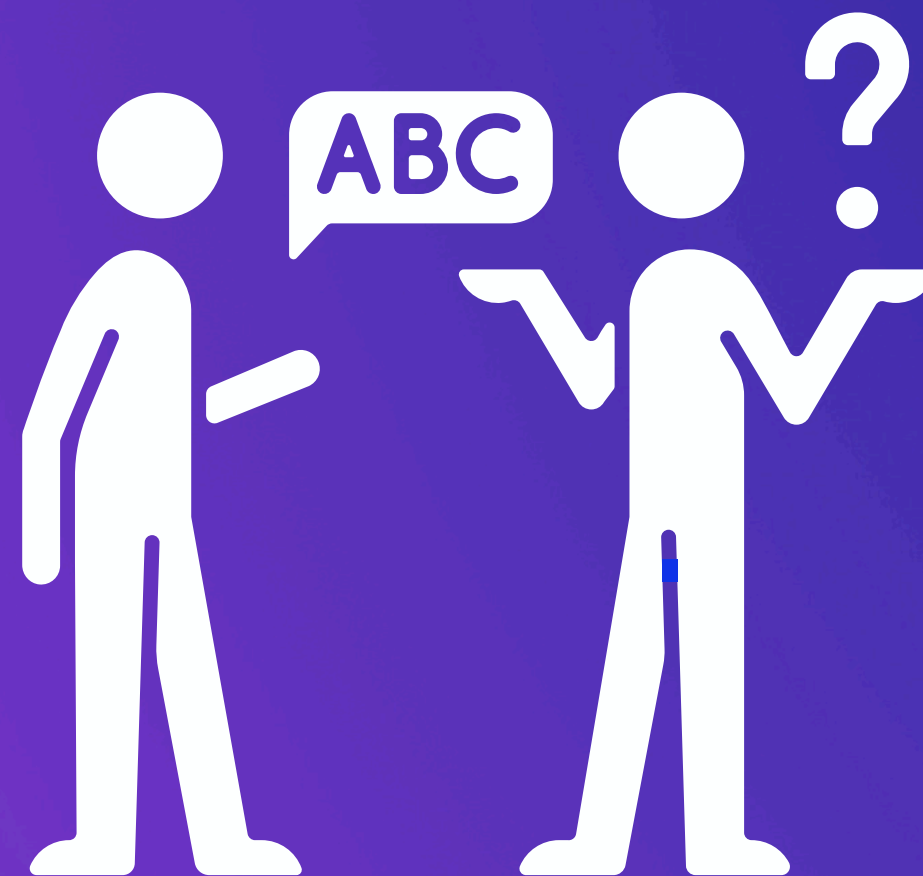
**Alcuni trend che caratterizzeranno il mercato del lavoro nel 2024:**

- **Carenza di personale** con competenze in alcuni ambiti, tra cui l'informatica (indicata dal 62% dei senior decision maker).
- **Più equilibrio tra persone e tecnologia:** nel 2024 l'IA farà un ulteriore balzo in avanti ma sarà necessario assicurarne un uso corretto.
- **Maggiore attenzione ai temi legati alla diversity, equity and inclusion:** attualmente il 44% dei dipendenti si sente escluso in azienda da queste iniziative e una cultura inclusiva può ridurre il turnover dei dipendenti del 50%.
- Valorizzare i **team multigenerazionali** per assicurarsi i talenti, puntando non solo su una strategia retributiva ma anche su iniziative che migliorino il livello di soddisfazione dei lavoratori.
- **Lavoro da casa**, dipendenti e imprese divisi: le aziende spingeranno per una maggiore presenza in sede, ma quattro lavoratori su dieci, in caso di obbligo, sarebbero disposti a dimettersi.

Fonte: HAYS.it

# 6. THE VALUE YOU CAN GENERATE

Use positive language: Use positive and affirmative language in the CV, avoiding negative phrases or double negatives.



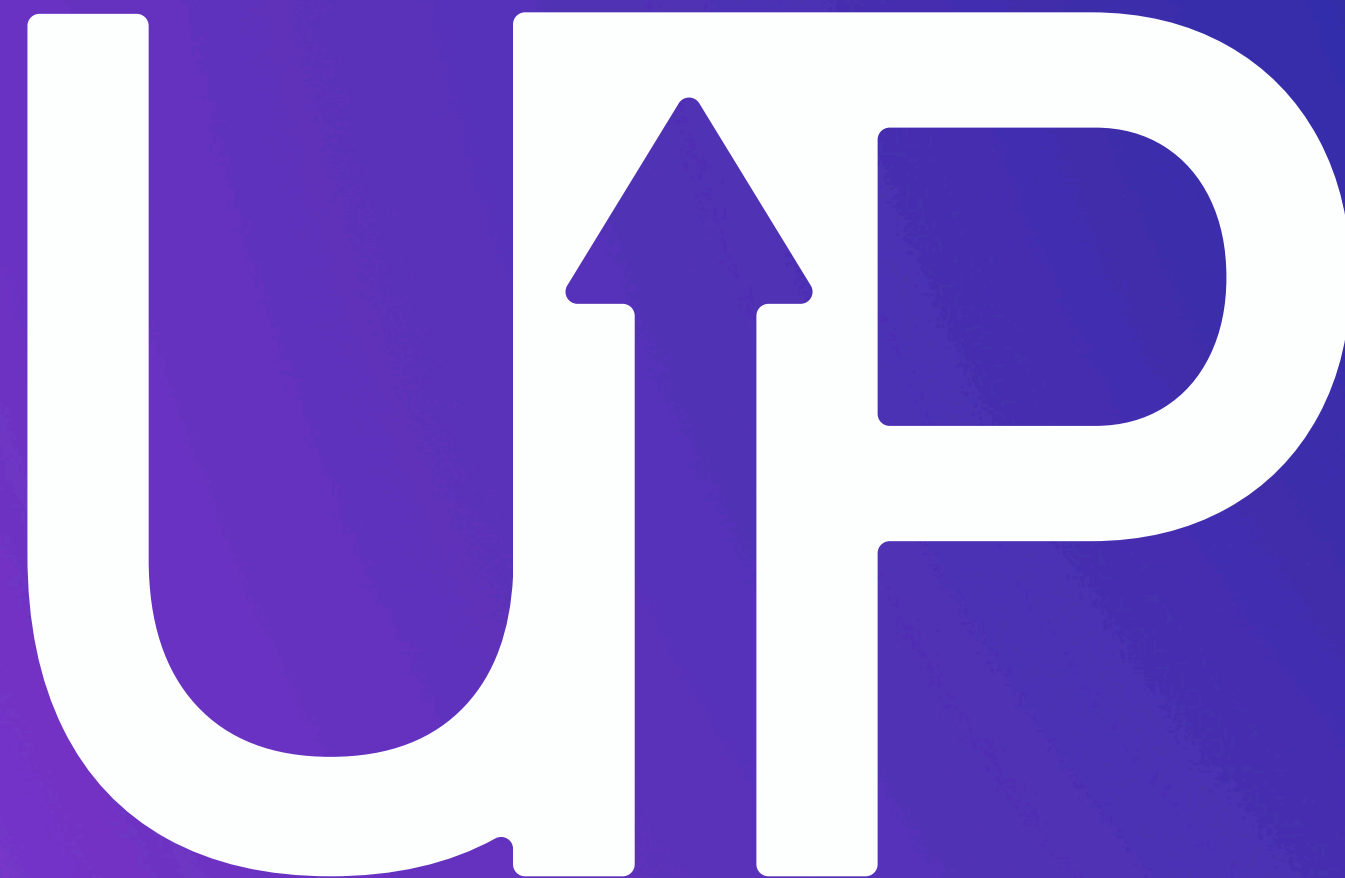
# 7. NO ABBREVIATIONS

Avoid the use of acronyms and abbreviations: Avoid the use of complex acronyms and abbreviations, so that the CV is easy to read and understand for recruiters and ATS.

**APR**  **OCT**

# 8. THE MOST IMPORTANT INFO

Check the order of the elements: Check the order of the elements in the CV, so that the most important information is highlighted and easily accessible.



# 9. KEEP IT EASY

Avoid the use of technical terms: Avoid the use of technical terms or complex phrases, so that the CV is easy to read and understand for recruiters and ATS.



# 10. CHECK IT X2!

Review the CV: Review the CV for grammatical, spelling, or punctuation errors, so that it is presented in a professional and accurate manner.



the name of the file  
the link you entered  
the abbreviations!

Attach your CV in PDF format with a recognizable and professional file name.



**THANKS!**



**ALESSANDRA LUPINACCI**  
**LEARNING & TRANSFORMATION LEADER**

thanks to Perplexity for saving my time!