



Applying Online

- If you are applying online, know that your résumé/application may go through an Applicant Tracking System. More than a fourth of all companies use some kind of ATS. When in doubt, submit an ATS-friendly résumé.
- When given the choice to upload your résumé or copy-and-paste as part of the online application process, upload a Word file (make sure it's an ATS-compliant résumé format).
- Check to see if the online submission form has a character limit before uploading. (For example: "Submissions are limited to 20,000 characters.")
- Make sure you've customized your résumé for the position, including relevant keywords. A "one-size-fits-all" approach does not work when the company uses an ATS for résumé screening.
- Be sure to check your email after applying for a position online. Some applicant tracking system software will automatically acknowledge your submission; however, because these are automated responses, the message may be diverted to your spam folder.