



Resume Parsing

Building Your Resume for the Machine

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Make Your Resume Stand Out!

- Flavor of the Day
 - Make it stand out so recruiters will choose yours versus the plain versions
 - Pack it full of keywords
 - Print on \$\$\$ resume paper
 - Build it for a person to read
 - Fancy Fonts – Bars – Graphics
 - Lots of visual stimulations

Resume Versions

- Presentation Resume
 - Email to Employers
- ATS Resume
 - Formatting very specific
 - Only to be submitted online
- Interview Resume
 - Comprehensive

Beating Resume Software

Old vs New ATS Software

- Older ATS Software
 - Semantic search
 - Essentially counted keywords
 - Using keywords multiple times could be interpreted as positive resume
 - » Example: Java Developer who drinks Java coffee on the beach in Java Indonesia

New ATS Software

- Contextual Resuming Scanning
 - Software that weights keywords in the context of the whole resume
 - Examines facts within the resume
 - How dated is the information (skills)
 - Where the skills were used in the applicants career path
 - How did they acquire their experience
 - Tries to emulate a human screening a resume
 - Java
 - » Framed by descriptive material that demonstrates experience and familiarity with the subject.

Next Gen Software

- Understands the difference between Java training 8 years ago and 8 years experience as a Java Developer
- Work Experience
 - Recognizes most recent employers and compares the job description to determine your role and what skills correspond to that role

Developing a New ATS Strategy

- Don't skip the Keywords entirely
 - Insure that they are position to show that you have relative experience
- ATS Choking
 - Copy and Paste
 - Graphics
 - Borders
 - Header/Footer

Highly Formatted Resumes

- Parsing Software
 - To work properly, a resume needs to be formatted simply
 - Too much cut and paste will disrupt the resume parsing process
 - Newest software opt to upload resume first
 - However resume must be formatted correctly
 - Option to cut and paste has been moved to the last option

Resume Formatting

- Parsing software
 - Turns resume into plain text
 - Other than Word (plain text) or RTF causes ATS choking
- Many candidates think their resume needs to look nice and parsing software removes all formatting
 - ATS software keeps what it wants and discards the rest

CVPlus Visual v.2 (SY_MANAGER) - Applicant

File Edit Enter Find Show Tools Help

Start

CVPlus Shortcuts

Home Page

Applications

Clients

Permanent Vacancies

Contact Vacancies

Interviews Explorer

Contacts Explorer

Diary

Page 1 of 7

Surname: Webster Mr EmpStatus: ForUs

Forename: Martin Address: 36 Embassy Court

Initials: M J Lancaster Road

KnownAs: Martin Pinrose Hill

HomeTel: 020 7722 5310 Country: LONDON

WorkTel: 020 8608 4552 102 Postcode: NW8 2PX Country: U.K

Mobile: 077 78332002 Fax: Y Source: Email T1 3550

Email: mww@mww01.demon.co.uk Reason: new job

Employer: Derwent Limited Nationality: BRITISH MStatus: MA

JobTitle: System admin HistoryNote: Open CVs Sent by OutlookMail 05

ActiveType: ACTIVE BOTH OKTOSEND CvInter: AAJC 05/03/2003

CurSalary: 27000 GBP Rt 30000 Per Year Schedule: Remind of interview

Bonus: £1000 for hols Call: ONE 12/12/2001

NoticeDay: 1 End 17/11/1999 Avail: 18/06/2002 VacLink:

Age: 40 Dob: 07/03/1962 CvUpd: 08/09/1999 Gen. Note: Central London, Midlands

BUSINESS AREA - development - documentation - installation - internet - marketing - research - sales -
 BUSINESS SECTOR - banking - communications - financial - telecommunications - transport - EDUCATION
 levels - first degree - HARDWARE - tandem - JOB TITLE - consultant - manager - PROGRAMMING LANGUAGE

Scanner file

Name: Martin Webster
 Address: 36 Embassy Close
 Lancaster Road
 Pinrose Hill
 London
 Post Code: NW8 2PX

Home Tel: 020 7722 5310
 Mobile: 077 78332002

Email: mww@mww01.demon.co.uk
 Date Of Birth: 07/03/62

Availability: 01/11/98
 Preferred Location: Central London
 Role Sought: Sysadmin, Perl Programmer,
 WWW, Banking
 Role Type: ContractPermanent

Nationality: English
 Status: Married with 1 child

Summary
 CGI scripting,
 Unix System Admin
 Internet
 C programming,
 Perl Programming

Explorer

Applicants Panel 2

Explore Applicants

All Applicants

Search

Match

Shortlists

Permanent VPA:27

Action	CV Version	Surname	Forename	score	availdate	mpsta
reject		Victor	Baker	71	18/10/2001	
sent	CVMain	Martin	Webster	24	18/06/2002	ForUs
consider	CVMain	Alastair	Kinloch	21	18/06/2002	EM E
sent	CVMain	Stephen	Letter	2039	18/06/2002	UE U
call	CVMain	Paul	Morris	8	18/06/2002	EM E

History Notes

CvInter 05/03/2003 18:33 AA
 Open CVs Sent by OutlookMail
 05/03/2003 VPA-27 Banque Paribas
 Paribas (Eric Seld CV Main

CvInter 26/02/1998 23:51 BY
 Open CVs Sent 26/02/1998 CL
 Adshel Ltd (Gerry Platt)

CvInter 26/02/1998 23:51 BY
 Open CVs Sent 26/02/1998 CL
 Datacom Services Ltd (Sham

CVPlus Match 2/11 Martin Webster

CVS NEW RE RECH 21/03/2003 17:27

Formatting

- Grammatical and Punctuation Errors
 - ATS use mail merge to populate some fields
 - Forces the recruiter to manually enter data (most won't)
 - Many will leave the garbled resume as is
 - Grammatical errors don't scan in a contextual based software
 - Leaving punctuation or capitalization off confuses the software on where to end or start new fields

Follow-Up

- ATS generated emails
 - Check spam filter
 - Since these are computer generated may not pass strict filters
 - Validation requirements
 - ATS software will not validate your email spam filter
 - Not following thru will result in application not be released by the system to the recruiter

Duplicate Resume Submissions

- All resumes submitted will be seen by the ATS and the recruiter
- Submitting multiple (different) resumes can be harmful to your application
- All resumes submitted will be recorded in the ATS and stacked one after the other
 - Many ATS compare versions looking for major differences
 - May cause your application to be rejected for spamming

Next Steps

- Applying for multiple jobs at the same company isn't considered spamming
 - Just make sure that each resume is similar (not the same version) and is relevant to the position
- Bottom Line
 - Keeping your resume simple, concise and clear will not only help it pass through the ATS it will define your skills to the next level of the screening process

Tips

- Always check how the ATS converts your resume
 - Read each block of information (don't assume)
- Divide your resume into clear sections and use common headers for each one
 - ATS parses your resume into sections and into the database “bucket” that it “thinks” is the most relevant
 - Standard Headings
 - Summary, Professional Experience, Education, Training, Certification and Skills

Example

Contact Information

Summary

Accomplishments

Skills

Professional Experience

Education

Certifications



Not All ATS Are Alike

- Most won't read
 - Doc vs. Docx (Word 2003)
 - Don't start your experience with dates
 - Italic
 - Underlined words
 - Lines (across the page)
 - Borders
 - Graphics
 - Tables
 - Special Characters
 - Use vanilla fonts (Ariel, Times Roman, Calibri)
 - Feel free to submit a longer resume



Networking

- You can avoid the ATS black hole by networking
 - ATS now have become a compliance issue
- You can avoid Networking by going through the ATS
 - Reality hiring managers, recruiters like hiring people they know or people who are directly referred to them by others they know and trust.

Use Their Words Not Yours

- Many businesses will setup the ATS to search for words or phrases that appear within the job listing.
- Try to include as many of these words as you can in their relevant places
- Scan the job description and keywords and industry terms.

Some additional Pitfalls

- Asking a question without providing all possible answers
- Asking for specific dates for employment / education
- Only allow candidates to enter specific titles versus descriptive titles (Workforce Liaison vs. HR Generalist)
- Require exact starting and ending salaries from previous positions
- Not allowing express true level of education that did not result in a degree
- Other submission problems