



Applying for State and County Jobs: Navigating A Difficult ATS

When applying for State or County jobs, you will encounter a difficult Applicant Tracking System (ATS). This guide shows how to navigate through these systems successfully.

MEETING MINIMUM QUALIFICATIONS



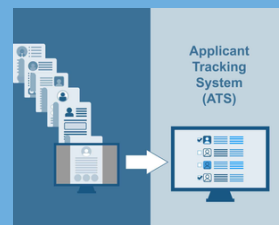
- Does your resume quickly and clearly demonstrate how you meet each qualification? If not, take these steps:
 - Add the skill to a Core Competencies section
 - Incorporate the skill into a bullet point
 - Add a Certifications sections or update your Education section
 - Determine if there are jobs or other experiences that could be added
- If you find you are not meeting many of the qualifications begin searching for other opportunities

ANSWERING SUPPLEMENTAL QUESTIONS



- Read through the beginning instructions carefully.
- Ensure you understand the rating scale being used. Answer carefully and thoughtfully.

IMPROVING READABILITY



- Write dates in the following format: 05/2024 or May 2024
- Include both long-form and acronym versions of words
- Remove fancy graphics. Use simple headings and bullet points.
- Submit your resume as a PDF unless the application instructions require a different file format.