



Liberty Adult Education Career Center

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Brentwood, CA 94513

<https://libertyadulthoodeducationcareercenter.weebly.com/>

10 Ways to Beat the ATS

1. Use a chronological format
2. Keep the format simple
3. Use standard section headings
4. Don't use acronyms
5. Don't use tables, columns, graphics, or lines
6. Length doesn't matter
7. Upload the MS Word document, not a PDF
8. Load the resume with key words
9. All other resume techniques still apply
10. Find a way to follow up