

Beat the Stage 1 ATS CV Check – Quick Guide

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Step 1: Understand the ATS (Applicant Tracking System)

ATS is software that employers use to scan and filter CVs based on how well they match the job description. Your CV needs to speak the same language as the job ad to pass this stage.

Step 2: Identify Essential Criteria in the Job Description

Look at the job description and pull out keywords, required skills, and essential qualifications. These are the words the ATS will scan for.

Step 3: Tailor Your CV for Each Role

Use a tailored CV for every application. Match your CV content (responsibilities, skills, keywords) to what's in the job description.

Step 4: Use Free ATS-Friendly Tools

Use these tools to compare your CV to the job description:

- Jobscan.co
- CVScan.uk
- ResumeWorded.com
- Rezi.ai
- ChatGPT (Paste JD + CV and ask for optimisation tips)

Step 5: Keep It Simple and Clear

Avoid fancy templates. Use standard fonts (e.g., Arial, Calibri), clear headings, bullet points, and no tables or graphics. Keep formatting clean so ATS can read everything.

Step 6: Optimisation Prompts (Use with ChatGPT or Other AI Tools)

You can paste your CV and a job description into an AI tool like ChatGPT and use the prompts below to optimise it:

- "Here is a job description and my CV. Can you help me tailor my CV to match this role using keywords from the job ad?"
- "What skills or qualifications am I missing based on this job description?"
- "Rewrite my personal statement to better align with the job role below."
- "Can you suggest bullet points to add to my CV to better match the responsibilities listed in this job description?"
- "Check my CV for any weak action verbs or vague phrases and suggest improvements."

Bonus Tips

- Save your CV as a Word doc (.docx) or PDF (only if allowed)
- Include a summary section with keywords
- Mention software/tools from the job ad
- Use exact phrases from the job spec where relevant

Comment 'ATS' if you found this helpful and want more tools!

Free ATS-Friendly CV Check Tools – Direct Links

Here are some helpful websites where you can check how ATS-friendly your CV is, and compare it to job descriptions:

- Jobscan: <https://www.jobscan.co>
- CVScan: <https://www.cvscan.uk>
- Resume Worded: <https://www.resumeworded.com>
- Rezi: <https://www.rezi.ai>
- SkillSyncer: <https://www.skillsyncer.com>

These tools allow you to paste your CV and job description side-by-side and get feedback on how well they match. Some are free with limited features; others may offer paid upgrades.