

Bust the Filter

Meredith Snepp, MLS

*Stay
curious* 



Filters can be thought of in 2 ways

- You, as the job searcher, will use filters to help you search
- The employer can also use filters to help them search

Filters for the job seeker

- **Think of it like a flood versus a stream**
 - ALL the jobs or the jobs you're looking for
- **Use filters to help you be efficient**
 - Remember, it's about using your time wisely
- **Basic filters, advanced filters?**
 - Let's explore the differences



Basic Filters

These can be standard ones to help narrow the field quickly

- **What type of job you're looking for**
 - Narrow down to the right industry
- **Are you wanting/needing something with a certain amount of hours?**
 - Full-time, part-time, temporary?
- **Distance, location**
 - Are you wanting or willing to move for this job?



Advanced Filters

These let you hone in even more on things that matter to you in your job search

- **Salary**
 - Helpful if you're seeking a range or base you need to get
- **Dated posted**
 - See how new or old the posts are
- **Skills**
 - Find ones that reflect your skillset
- **Company**
 - Always wanted to work at a specific place?
- **Experience level**
 - Entry, executive?



How Employers Use Filters

- Employers can use an AI-based software to filter through job applications
- 95% of Fortune 500 companies use some type of this software
- By employing this software, they will sift through the applications to find ones that are a match

Help Employers Find You!

- Fill in all required boxes
- Read everything, carefully
- Use standardized headings on resume
- Consider using an ATS-friendly resume format



What is “ATS”? How do you beat it?

- Applicant Tracking System
- It can be viewed as the “gatekeeper”
- Words matter!
- Keep it simple and clean
- Avoid clutter
- Don’t assume your potential employer is using *only* ATS or *only* a human staff member



TRAITS OF A

HIGH-RISK RESUME

Your peers are making the following mistakes - avoid them and come out on top

25%

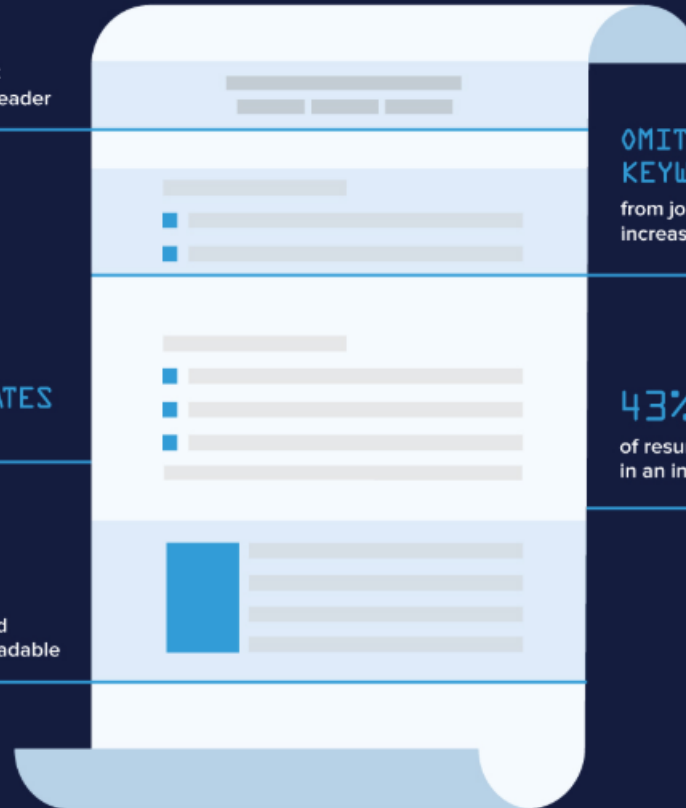
have buried contact information in the header

FANCY TEMPLATES

get scrambled

21%

include graphics and charts that are unreadable



OMITTING KEYWORDS

from job descriptions increases toss-ability

43%

of resumes are submitted in an incompatible file type



Lab Time

Q & A