

Top 10 Reasons for Rejection*

When applying for jobs online

1. 75% - Not optimizing (formatting) resume for the ATSS
2. 50% - Not qualified! Must match all required skills.
3. Saying “NO” to required skills (like Bachelor’s degree)
4. Keywords on resume do not match job posting
5. No dates on resume (required data fields)
6. **Not following directions** on the application
7. Ignoring (not answering) the screening questions
8. Leaving sections blank on the application
9. Applying to outdated postings
10. Applying for multiple unrelated positions

*Forbes, BLS, Glassdoor.com, CNN, TheUnderCoverRecruiter.com, *Wall Street Journal*, The Ladders