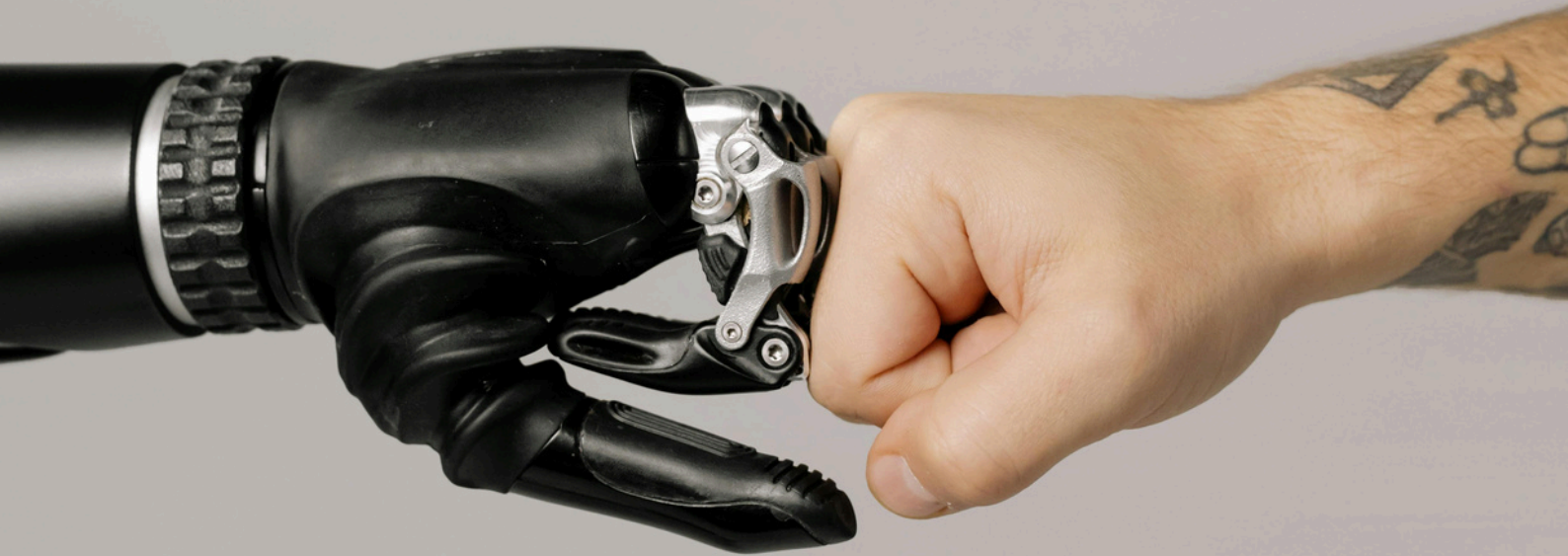


ATS CHECKLIST

2050 EXPERT

BEAT THE BOTS. GET SEEN. GET HIRED.

RAYA E.A. WHITE



STEP 1: TARGET THE RIGHT ROLES & EXTRACT HIGH-VALUE KEYWORDS

- ☐ Scan each job description for recurring keywords, role-specific phrases, and required qualifications.
- ☐ Use a word cloud generator (like WordArt.com) or Jobscan.co to surface top keywords from the text.
- ☐ Create a master list of the 5–10 most important keywords per job post.
- ☐ Track repeated phrases, tone, and must-haves across multiple listings to uncover patterns in your industry.

💡 **Want to know exactly where to place these keywords for maximum impact?**
👉 **Get the full method in the ATS Fast Track Blueprint.**

STEP 2: BUILD AN ATS-FRIENDLY CV THAT ACTUALLY WORKS

- ☐ Use a clean, one-column layout with no tables, graphics, or text boxes.
- ☐ Reflect the language of each job post in your Skills and Experience sections.
- ☐ Save your CV as a .docx file – not a PDF, unless explicitly requested.
- ☐ Choose easy-to-read fonts like Arial, Calibri, or Times New Roman.
- ☐ Test your CV with tools like Jobscan.co or Enhancv.com before sending.
- ☐ Avoid colourful or overly styled templates – they often break in ATS parsing.

STEP 3: MAKE RECRUITERS COME TO YOU (VIA LINKEDIN)

- ☐ Write a keyword-rich headline with job titles and niche skills (e.g., “UX Designer | Accessibility | Figma”).
- ☐ Use your About section to tell a concise story packed with value and key terms.
- ☐ Sprinkle keywords into your Experience entries naturally.
- ☐ Turn on “Open to Work” (private mode preferred to avoid alerting your current employer).
- ☐ Engage with thought leaders and relevant hashtags weekly to increase visibility.
- ☐ Ensure your profile photo, banner, and featured links align with your professional brand.

STEP 4: APPLY STRATEGICALLY, TRACK EVERYTHING, AND FOLLOW UP SMARTLY

- ☐ Only apply where you meet 70–90% of the requirements.
- ☐ Use a spreadsheet or tracker tool to monitor every application, including dates, links, and contact names.
- ☐ Message the recruiter or hiring manager on LinkedIn before submitting your CV to increase your visibility.
- ☐ Follow up 7–10 days later with a short, professional message.
- ☐ Combine job board applications with proactive networking and niche recruiter outreach.

STEP 5: LEVERAGE THE RIGHT TOOLS — STOP GUESSING & START WINNING

Top Websites & Resources

- ☐ [Jobscan.co](#): Keyword and ATS score analyser
- ☐ [Resume Worded](#): Instant feedback on CV and LinkedIn
- ☐ [Rezi.io](#): AI-generated, ATS-ready CVs
- ☐ [Resume.io](#): Simple and effective template builder
- ☐ [ChatGPT](#): Use AI to rewrite, tailor, and review your application documents

More Expert Tools to Explore:

- ☐ [Coursera.org](#): Upskill with free or low-cost courses from top universities and companies — including industry-leading certifications from Google, Meta, and IBM to boost your CV and credibility
- ☐ [Huntr.co](#): Visual job application tracker with tags, notes, and status updates
- ☐ [TealHQ.com](#): A job tracker with resume insights and Chrome extension for keyword matching
- ☐ [LeetCode](#): For technical job seekers – practice coding problems and prep for tech interviews

 ***These tools can save hours and help your applications rise to the top.***

 ***Discover additional resources inside the ATS Fast Track Blueprint.***

THE BONUS ROUND

Advanced ChatGPT Prompts for CV & Cover Letter Magic

Copy, paste, and personalise these in ChatGPT to optimise your applications faster:

- **CV Tailoring Prompt:** "Act as an ATS CV expert. Based on the following job description and my current CV content, rewrite my Work Experience and Skills sections to match key terms, improve structure, and sound natural for recruiters in the UK."
- **Cover Letter Prompt:** "Write a one-page, UK-style cover letter tailored to this job description, emphasising my results, soft skills, and sector experience in [insert industry]. Be formal but personable."
- **LinkedIn Summary Prompt:** "Optimise my LinkedIn About section for [insert job title]. Make it keyword-rich, human, and recruiter-friendly in tone."
- **Job Match Audit:** "Score the match between this CV and the job description (1-10) and suggest changes in format, keywords, or tone to improve my chances."

—— What to Do Next ——

READY TO GO BEYOND THE BASICS?

This checklist gets you in the game — but the **ATS Fast Track CV Blueprint** gets you across the finish line. If you're ready to land more interviews faster, the next step is simple.

★★★★★ "This guide gave me structure and confidence — I finally got responses!" – Aisha R.

GET THE BLUEPRINT

↗ uk.2050expert.com/ats-blueprint