**HTML Language for ATS**

**Basic Tags**
<html></html> Creates an HTML document  
<head></head> Sets off the title and other information that isn’t displayed on the web page itself  
<body></body> Sets off the visible portion of the document

**Text Tags**
<b></b> Creates bold text  
<i></i> Creates italic text  
<tt></tt> Creates teletype, or typewriter-style text  
<cite></cite> Creates a citation, usually italic  
<em></em> Emphasizes a word (with italic or bold)

**Links**
<a href="URL"></a> Creates a hyperlink  
<a href="mailto:address@montana.edu">address@montana.edu</a> Creates a mailto link  
<a href="URL"><img src="URL"></a> Creates an image/link  
<a name="NAME"></a> Creates a target location within a document  
<a href="#NAME"></a> Links to that target location from elsewhere in the document

**Formatting**
<p></p> Creates a new paragraph  
<p align="left"> Aligns a paragraph to the left (default), right, or center.  
<br> Inserts a line break  
<blockquote></blockquote> Indents text from both sides  
<dl></dl> Creates a definition list  
<dt> Precedes each definition term  
<dd> Precedes each definition  
<ol></ol> Creates a numbered list  
<ul></ul> Creates a bulleted list  
<li> Precedes each list item, and adds a number or symbol depending upon the type of list selected  
<dl align="left"> A generic tag used to format large blocks of HTML, also used for stylesheets  
<img src="name"> Adds an image  
<img src="name" align="left"> Aligns an image: left, right, center; bottom, top, middle  
<img src="name" border="1"> Sets size of border around an image  
<hr /> Inserts a horizontal rule  
<hr size="3" /> Sets size (height) of rule  
<hr width="80%" /> Sets width of rule, in percentage or absolute value  
<hr noshade /> Creates a rule without a shadow

**Special Instructions examples w/ HTML**
Screening of applications will begin on November 19, 2014 and continue until an adequate pool is established.

For questions regarding this position, please contact XXXXX at 406-994-XXXX or <a href="mailto:xxxxxx@montana.edu">xxxxxx@montana.edu</a>.

Please note: A minimum of 3 professional references are required when applying for this position.