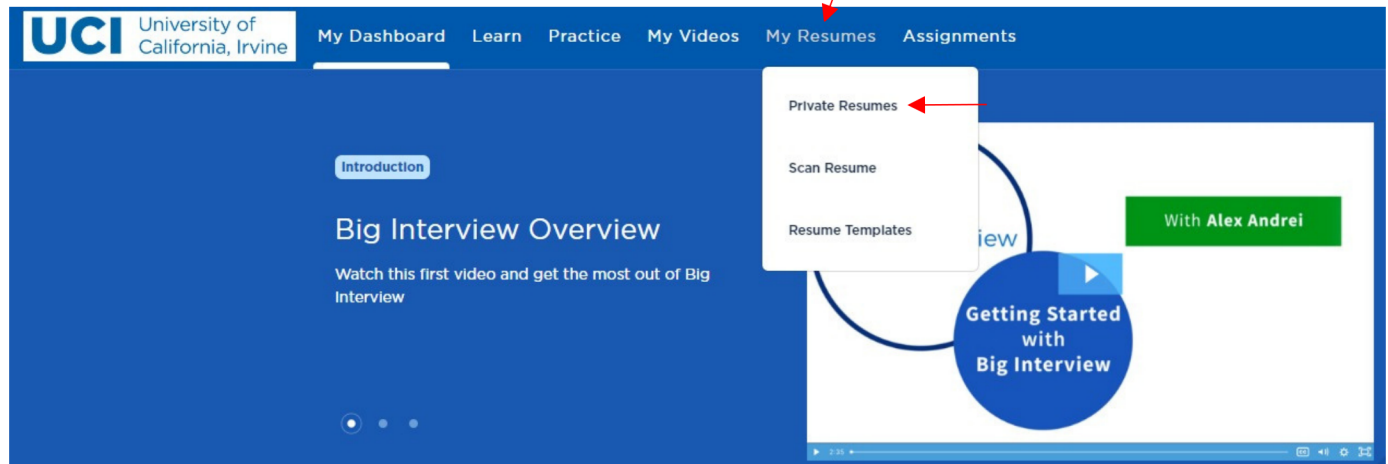


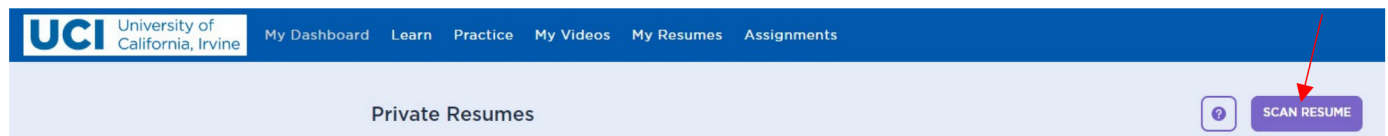
How to Scan Your Resume

Step 1: Create an account or login if you already have one.

Step 2: Click on **My Resume > Private Resumes**



Step 3: Click on **Scan Resume**



Step 4: Provide necessary info by (1) Selecting your experience level. (2) Clicking on **Create New Job** and inputting your desired job position, company name, and description. (3) Clicking on **Browse** to upload your resume. (4) Clicking on **Scan Resume**.

SELECT YOUR EXPERIENCE LEVEL

(1) 

ATS Fit

An applicant tracking system - or ATS, for short - is a type of software used by recruiters and employers during the hiring process to collect, sort, scan, and rank the job applications they receive for their open positions. [Learn More](#)

(2)

POSITION / ROLE

COMPANY NAME

JOB DESCRIPTION (OPTIONAL)

Add Your Resume (3)

ADD RESUME FROM YOUR COMPUTER

Max 5.0mb, .pdf or .docx

5 Resume scans left

You can scan up to 5 resumes per day. Scan limit resets daily at midnight local time.

(4)

How to View Feedback

Step 1: Click on View

Private Resumes

?

SCAN RESUME

SEARCH

Job/Position Title	Employer	My Highest Score	My Scans	Latest Scan	Actions
Marketing Intern	Apple	S SILVER	1	03/08/2023	VIEW

← BACK TO PRIVATE RESUMES

?

SCAN RESUME

Marketing Intern - Apple

Resume Scan Date & Time	Score	Gold	Silver	Bronze	Comments	Actions
Yesterday at 11:19 AM	S SILVER	6	2	2	0	VIEW

Step 2: Click on the **drop-down buttons** and the **categories** to see details.

(S)

Great Job!

You Scored Silver

S Readability

We define readability in terms of how easy your resume is to scan and understand.

NEEDS WORK

Summary Statement

Length

Format

Spelling & Grammar

First Impression

NEEDS WORK

NEEDS WORK

NEEDS WORK

NEEDS WORK

NEEDS WORK

IMPROVE YOUR SCORE

Great job! Your resume is strong in some Readability categories, but we've spotted some room for improvement.

GET GOLD!

Follow These Best Practices

VIEW JOB DESCRIPTION

SAMANTHA CHO

Irvine, CA 92697 | (949) 555-5555 | samantha@uci.edu | www.linkedin.com/samstudent

EDUCATION

University of California, Irvine, Irvine, CA

Bachelor of Arts in Business Administration

Emphasis in Marketing and Organization & Management

GPA: 3.6

Coursework: Brand Management, Introduction to Organizational Leadership, Introduction to Marketing

RELATED ACADEMIC PROJECTS

Business Communication Team Project, Irvine, CA

Company Analysis

- Researched management performance and structure of Irvine CPA company by utilizing online databases and conducting on-site interviews with employees
- Forecasted five-year performance based on economic environment and assessment
- Assisted with a presentation to entire class of 50 which was received with positive feedback

WORK EXPERIENCE

ABC Company, Costa Mesa, CA

Human Resources Volunteer

September 2019 - Present

- Processed paperwork for new employees
- Screened prospective candidates for first round interviews
- Proofread and edited email blasts and blog post content for interested and recent hires
- Processed client files and ensure paperwork is completed in a timely manner

XYZ Restaurant, Irvine, CA

Waiter

July 2019 - December 2019

- Welcomed and greeted all guests and managed over 20 reservations each shift
- Addressed customer concerns with polite requests and accommodated large parties
- Managed a high volume of to-go orders and closed transactions

ACTIVITIES

Human Resources Management Association at UCI, Irvine, CA

Member

September 2020 - Present

- Attend weekly meetings to learn about various career options within human resources management
- Learn from and network with HR experts on trends related to human resources

Asian American Student Association (AASA), Irvine, CA

Member

September 2020 - Present

- Collaborate with executive board by participating in weekly meetings to brainstorm ideas
- Increased awareness of AASA events by assisting with social media promotional campaigns

Beta Alpha Psi Business Extension, Irvine, CA

Member

October 2019 - May 2020