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Careers and Employment Resume Checker Guide



What is Resume Checker?

Resume Checker is an online tool you can use at anytime, anywhere to get tailored feedback on your resume instantly and learn how to improve it.

Resume Checker provides feedback on:

- Presentation and layout
- Use of active verbs
- Achievement statements
- Words to avoid using and repeated words

You can upload your resume ten times (per year) to access feedback and suggestions for improving your resume.

Use the Resume Checker to gain feedback on your resume before booking in for a one-one resume consultation with a Career Consultant so you can get more out of the in-person consultation!

Resume Checker is provided for free for UNSW Current Students by Careers and Employment

Getting started

Use [Resume Resources](#) and attend a [Seminar: Writing a Successful Resume and Cover Letter](#) if you are writing your first resume or it has been a while between resume updates.

Logging In

- Click the yellow 'Start now' button at the top of the page, and you'll be taken to the main sign in page.
- Click the red 'Continue with University ID button' and you'll be taken to the UNSW log in portal. Use your zID and password to access the resume checker
- When prompted, choose your faculty. If you're completing a double degree, choose the faculty that aligns with your future career.
- The blue button in the middle of the page that lets you upload your resume. It also tells you how many attempts you have left. Please take note of how many uploads you have remaining, as there is a limit to how many times you can submit your resume for review. This limit will reset every year.

Uploading Your Resume

- Now that you're logged in, you'll see a blue button in the middle of the page that lets you upload your resume. It also tells you how many attempts you have left, you have 10 uploads available to you each year.
- Upload your resume in a PDF format and receive your resume score and tailored feedback.
- Improve your resume and re-upload, to get your new resume score.

Feedback

- You'll be given a score that tracks you on a graph and lets you know where you stand in comparison to the other UNSW resumes.
- Underneath the graph, you'll notice 'Your Smart Guide' that gives you feedback for the specific sections you can improve on.
- When you're ready to start working on these sections, click the blue 'Get started now!' button.
- This will open a more detailed feedback page that includes the same graph from the previous page, as well as helpful insights from some of the top scoring resumes.
- The middle section shows you the top three areas you can improve on, as well as the number of points you can gain by working on those particular elements.
- Click on the 'View Detailed Feedback' button, and a copy of your resume will open.

Detailed Feedback

- The sections you can improve on will be highlighted, with the colour-coded notes on the left giving you specific advice on how to improve.
- On the top right, you should see the Smart Guide from the previous page. Hover your mouse over each step to get more information.
- This section lets you improve your resume in individual steps, and by clicking on them you'll be shown the feedback for these individual steps.
- The arrow buttons let you see the other remaining steps. Alternatively, click the checkbox above that says 'Show completed steps' to see what you've already done correctly. Untick the box to go back to your Smart Guide steps.
- You'll also notice that in the top right corner there is a symbol of an eye with a line through it. Clicking that will hide your Smart Guide steps so you have more room to view your resume.

Reviewing detailed feedback

- When you're in the detailed feedback section of the Resume Checker, you'll see your score at the top on the left-hand side of the screen. You'll also see a link that lets you see how your score is calculated.
- Click on this link to see how your resume rates out of 100, as split into 3 core modules: Impact, Presentation, and Competencies.
- Within each of these modules, there are detailed sub-components each one with a different colour. Green means you've done it correctly, orange means you could improve a bit more, and red highlights the areas that need serious consideration for improving your resume.

Understanding the score

- Hover your mouse over each of the highlighted sections of your resume to see what feedback has been generated for you.
- The feedback is split across the three core modules: Impact, Presentation, and Competencies – and you can navigate through the sub-components within those modules.
- These sections are highlighted using the same colour code as 'Understanding your score' section.

Sub-components

- If you are unsure of what a particular sub-component means, there is a guide under each that provides its definition, some examples, and a few insights into how the component factors into a resume.
- Click on the sub-component you want to know more about and click the 'see guidance' button.

Bullet Level Feedback view

- You can choose this view to look at complete feedback for individual sections of your resume.
- It uses the same colour coding, so if you only want to look at the areas you've done correctly, select 'Marked green' in the 'Show Bullets' section.

Now that you have your Resume Score and tailored feedback you can work on improving your resume and reupload to get a higher score. Your goal is to get to the green zone with a score of 85 and above.

Next Steps

Update your resume in your own time and upload the resume into the resume checker again to see your new resume score. Once you get your new resume score above 60, you're ready to meet with a careers consultant. Make a one on one careers appointment with a careers consultant to take your resume to the next level and further tailor your resume for specific industries, jobs and opportunities.

Frequently Asked Questions

What Faculty do I choose if I am doing a double degree?

Choose the Faculty that best aligns to your future career.

Can I use Resume Checker if I don't have a word version of my resume?

Yes, you can upload any PDF version of your resume, however, if you have not followed the recommended UNSW template the system may not recognise that you have all of the information in your resume. This means the overall score given to your resume will be low even if you have the right information included. You can still use the feedback to improve the content of your resume.

Can I download the feedback?

Not at this stage. It is best to have the Resume Checker platform and your resume open at the same time to switch between the two documents to incorporate the feedback.

Can I edit inside the Resume Checker in real time?

No, you need to open both the program and your resume to incorporate the feedback.

What do the initial scores and colours mean?

Green = a score above 85 which means you have included many of the key elements

Yellow = a score between 31 and 85, which means you are missing many of the key elements

Red = a score below 30 means that you have a lot of elements missing from your resume and will need to incorporate the feedback to improve your score and overall resume.

What do the X, ! and ✓ symbols mean?

X = Mandatory section – you can increase the overall score of your resume by making sure you complete all mandatory sections.

! = Optional section – include these items if relevant.

✓ = Complete – you have done a good job in these sections.

Why is the presentation section worth so many points?

Presentation is an important component of your resume and you want to make sure you are putting your best foot forward and communicating in a professional manner.

Why did I lose points on my date format?

Careers and Employment recommend that you follow the suggested date format, however, if you have a good reason for using another format that is OK as long as you are consistent throughout your document. If you keep your original date formatting, your overall score will be reduced.

What are filler words and how do I use the feedback?

Filler words are words that the system has identified as unnecessary and can potentially be removed for a more succinct document. This feedback can be reviewed with a Careers Consultant in your appointment.

What are avoided words and how do I use that feedback?

Avoided words are words that the system has identified as unnecessary and can potentially be removed for a more succinct document. This feedback can be reviewed with a Careers Consultant in your appointment.

Do I have to include referee details?

No, you can say "Available upon request" but you do need to use the title "Referees" (don't forget the "s").

Does the system check my grammar?

No it doesn't, you should complete your grammar check outside of the system. The Learning Centre is also a good place of support with excellent resources to help improve your grammar.

How do I maintain my privacy?

To maintain privacy, you can remove your name, phone and email address from your resume before uploading to Resume Checker.

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