

Using Jobscan to polish your resume

Powerful resume assessment tools like Jobscan can help you ensure your resume is tailored to the job ad's keywords. It works by comparing your resume with the job description and analysing it similarly to how actual Applicant Tracking Systems and resume parsers would.

Here are steps to help you get started with processing your resume through Jobscan:

1 Identify, Reflect, Showcase

Identify and reflect on the job ad. Then, tailor your resume with a simple resume format to showcase your fit for the role.

2 Access Jobscan and preparing for assessment

Open the [Jobscan website](#) and register your account. Register for the free version – this gives you 5 free resume scans.

Then, prepare the following items for Jobscan's assessment:

- ☐ Your tailored resume
- ☐ Job description of the position you're interested in applying for

3 Assessing your resume

Drag and drop your resume in the New Scan tab. Then, under the Job Description tab, paste in the details of the job you're interesting in applying for. Once ready, click Scan.

4 Analyse and adapt recommendations

Your dashboard should show Jobscan's Applicant Tracking System's results, your resume's match rate to the job ad and other helpful tips. Take the time to read through these tips, gain insight on what you can further improve with your resume and adjust accordingly.

Tip: Jobscan has 5 free resume scans on sign up, and an additional 5 more scans monthly. Due to the limited number of uses, we recommend tailoring your resume on your own first before having it processed by Jobscan.