

CareerSet USER GUIDE

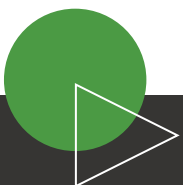


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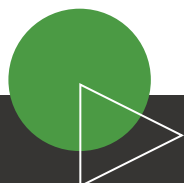
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- NOTE -

While Deakin uses the term **Resume**, CareerSet uses **CV**.
For this purpose, we consider that these terms are interchangeable
and mean the same thing.

CareerSet is a European based tool, where the term CV is more widely used. In Australia, the term Resume is used to refer to a document used within the job application process.

CV - Curriculum Vitae - a professional document summarising your work history, education and skills.
Resume - a formal document, outlining your qualifications for a position.



What is CareerSet?

CareerSet is an all-encompassing solution that can be used iteratively to improve your Resume (CV). You can either start by uploading your existing Resume (CV) or by using our online resources to first draft your Resume (CV).

Feedback reports generated via the Score My CV engine include personalised advice on how to further enhance your Resume (CV) and increase your Resume (CV) score. Make sure to target your Resume (CV) to the job you are applying for and then have CareerSet review the content via the Target My VC tool.

Your Documents

Guidelines for your documents

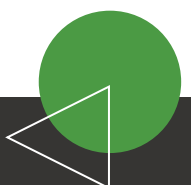
To make sure your Resume (CV) and Cover Letter is correctly analysed and the right recommendations are generated, please ensure that your Resume (CV):

- contains readable text & is not an image
- is in English
- is a PDF file
- is not password protected
- is a maximum of 2 MB in filesize
- file contains only your Resume (CV) and no other additional documents

Disclaimer

CareerSet is a guide to writing a better Resume (CV) and cover letter as advised by recruiters. The information is general and it is the responsibility of the user to make the final decision as to what feedback to act on within their application documents.

Resumes (CV's) are not held on the CareerSet site and need to be updated on your own device and uploaded again to be rescored.

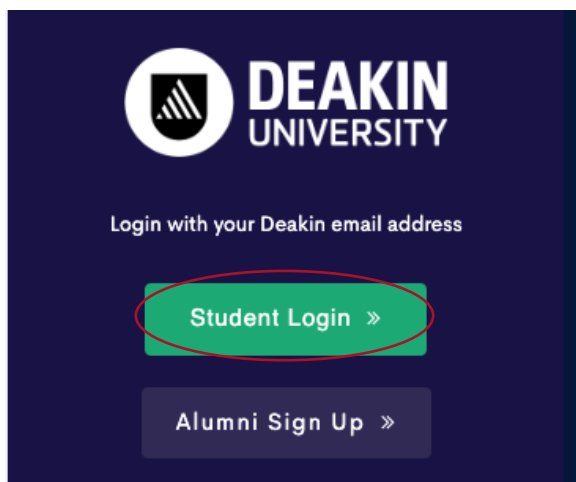


Log In to CareerSet

Access **CareerSet.com/deakin**

Current Students

1. Click on **Student Log In**



2. Enter your Deakin email & click on **Log me in**

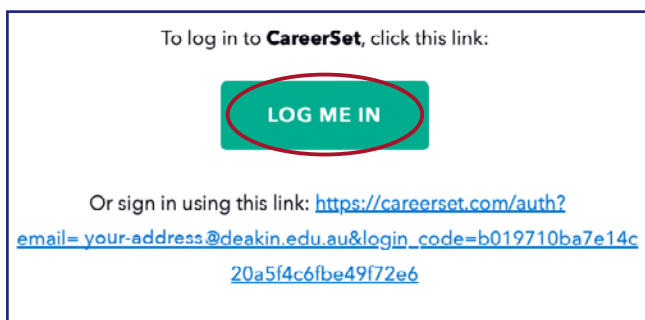
Sign-in to CareerSet

Enter your university email address and we'll send you a link to log you in securely.

@deakin.edu.au email address

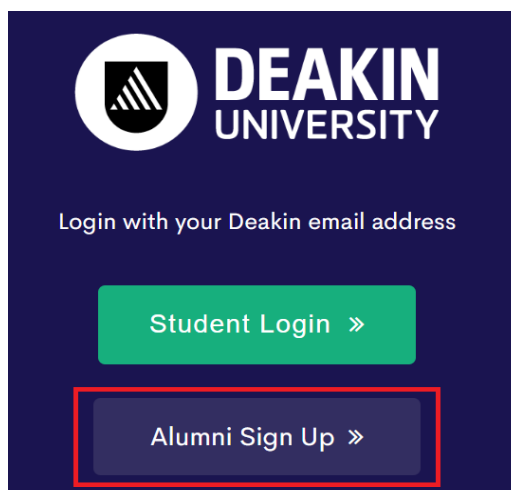
Log me in

3. Go to your Deakin email, find the email from CareerSet & Click on **LOG ME IN**



Alumni / Graduates

1. Click on **Alumni Sign Up**



2. Enter the sign up code & click on **Sign Up**

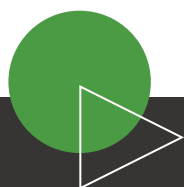
To get the sign up code:

1. Log in to the DeakinTALENT Career Platform
2. Navigate to the Forms section
3. Click on the "Request Graduate Access" form
4. Find the CareerSet sign-up code there.

Enter your access code here...

Sign Up >

3. Enter the required details (please use your personal email address) & click on **Create your account**



Dashboard

The Dashboard is a centralised area where you can easily access each of the functions of the CareerSet platform. Your Dashboard provides you access to the Review My Resume, and Targetted Cover Letter and Resume (CV) services. You can also easily see how your Resume (CV) score has improved from the Dashboard.

Score my CV (Resume)

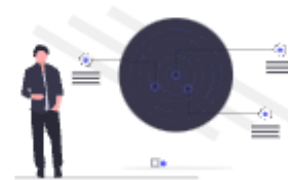
UPLOAD YOUR CV



Get an instant CV review.

Target my CV (Resume)

UPLOAD YOUR CV & JOB DESCRIPTION



Increase your chances of success.

Review my Cover Letter

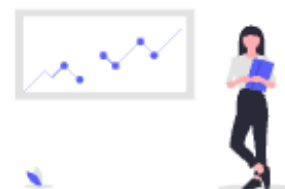
UPLOAD YOUR COVER LETTER



Get an instant cover letter review.

View previous uploads

VIEW ALL REVIEWS



Keep track of your progress.

CV Templates

CV TEMPLATES



Use these Word templates to build a professional CV.

Get answers to your questions.

SUPPORT



Search our knowledge base or access CareerSet support.

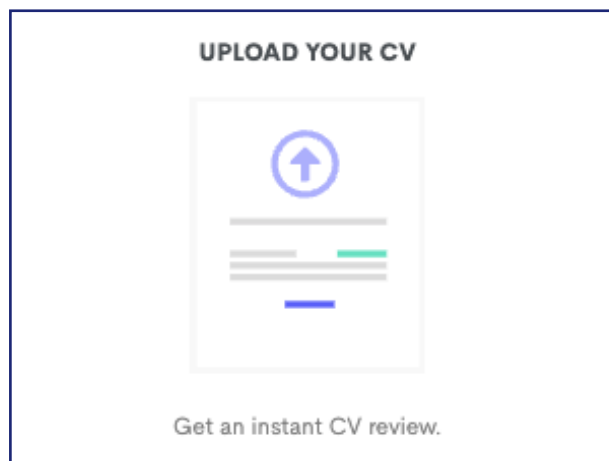
Score my CV (Resume)

Use this function to obtain personalised feedback and advice on how to further enhance your Resume (CV) .

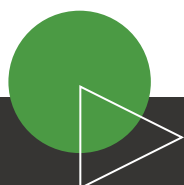
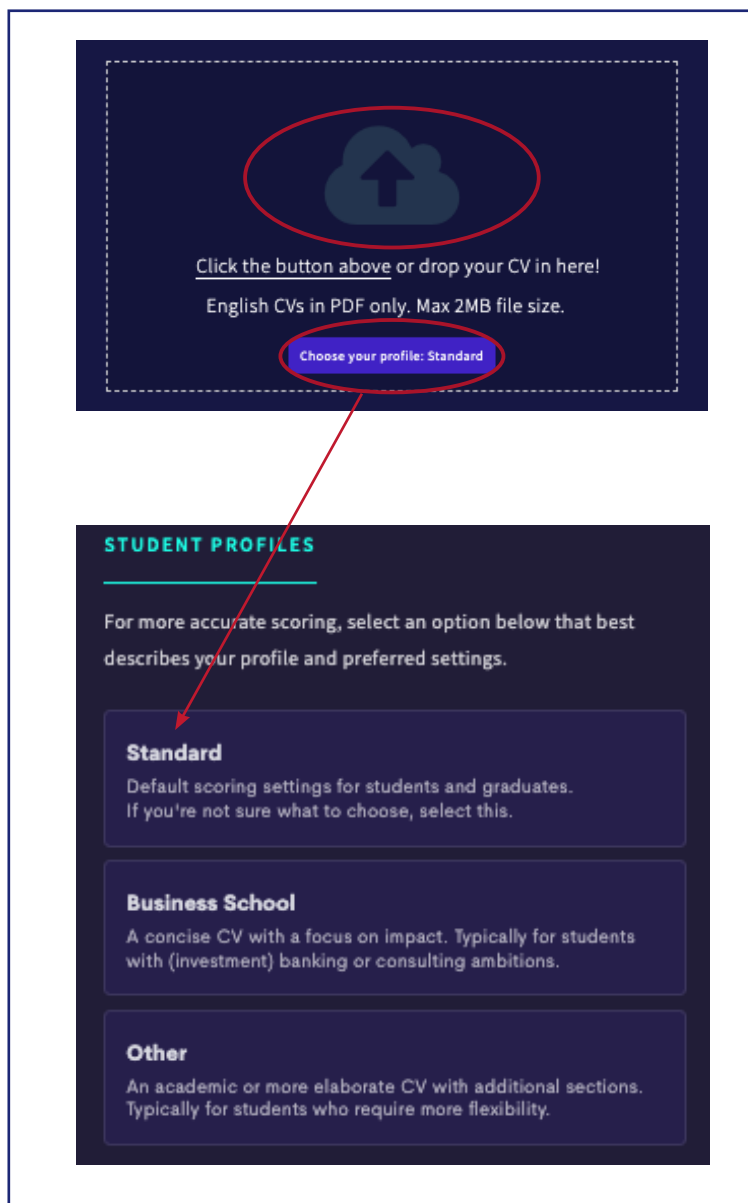
Upload your CV (Resume)

1. From the Dashboard

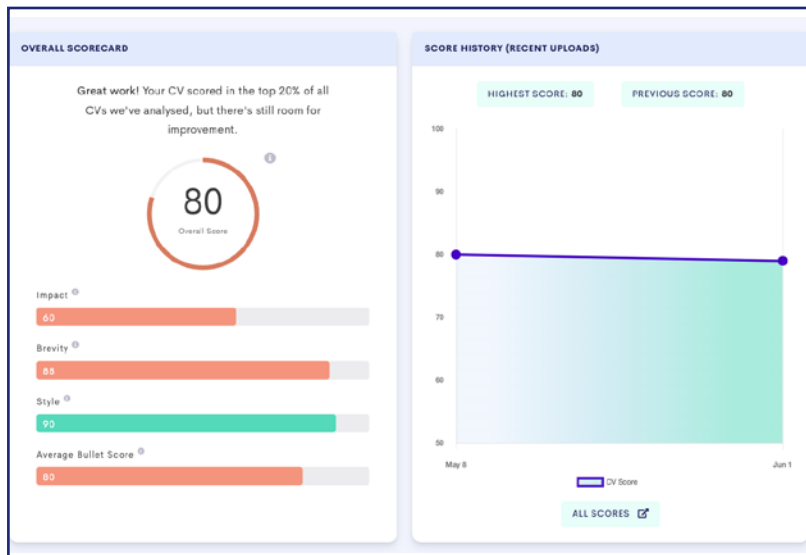
Click on **UPLOAD YOUR CV**



2. Choose your **Profile** (we recommend you choose Standard) and **Upload your Resume (CV)** in **pdf format**.

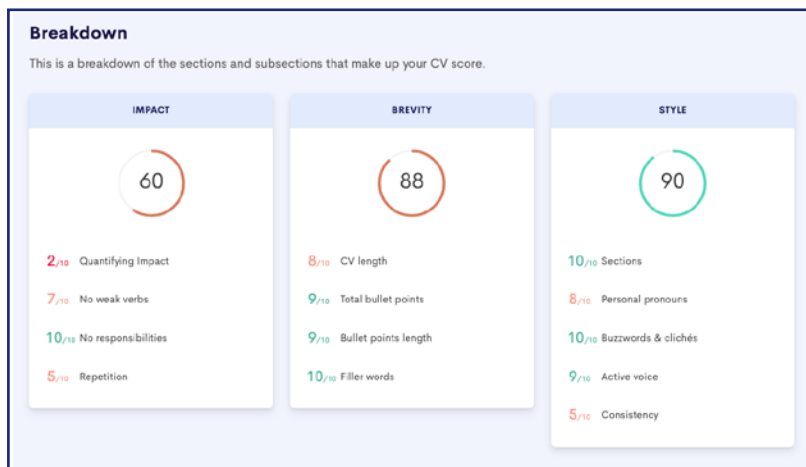


Score my CV (Resume)



Overview

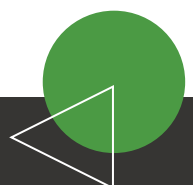
The Score my CV (Resume) feature provides feedback on the impact, presentation and style of your Resume (CV). Each component is further broken into elements and advice on how to improve those elements is provided. It is the responsibility of the user to make the final decision as to what feedback to act on within their application documents. We recommend to aim for a score of 70 or higher.



Breakdown

This dashboard component provides visual representation of the three areas assessed within your Resume (CV):

- **Impact**- how effective your writing is and the section of the words used
- **Brevity**- how concise your Resume (CV) is and the number and construction of your accomplishment statements
- **Style**- relates to the structure of the Resume (CV) , and it's sections.



Score my CV (Resume)

View each of the lines affecting your score. Use this section to make adjustments to your Resume (CV) to make it stronger before resubmitting.

Sample CV Lines

Line-by-Line Analysis

Action Verbs

Sample CV Lines

Search based on an activity and get inspiration on how to write your Resume (CV) content. remember to personalise for your own experience

Line-by-Line Analysis

Review of each line of your Resume (CV), scored for impact, brevity and style.

Action Verbs

Access a list of strong verbs listed under skill type.

Review the Impact, Brevity and Style feedback and the elements within each area to understand how you can further enhance your Resume (CV). You will receive a score for each element, which contributes to your overall score.

Impact

Impact

Quantifying Impact

Action Verb Use

Accomplishments

Repetition

Quantifying Impact - Increase the impact of your achievements by adding numbers and metrics to qualify your work experience and project bullet points.

View each of the lines affecting the score. use this section to make adjustments on your Resume (CV) before resubmitting.

Action Verb Use - Find suggestions to change your weak verbs to strong verbs.

Accomplishments - Find suggestions to reword your duty statements in to accomplishment statements, to highlight what you do/did rather than your responsibilities.

Repetition - Avoid repeating action verbs in your Resume (CV). Find word repetitions highlighted here and suggestions for alternative action verbs.

Brevity

Brevity

Length

Filler Words

Total Bullet Points

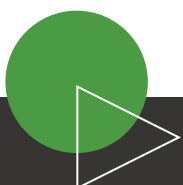
Bullet Points Length

Length - The length of a Resume (CV) of a candidate with less than five years of work experience should be one to two pages (450 to 900 words).

Filler Words - Filler words are highlighted, consider removing and changing them prior to resubmitting

Total Bullet Points - Your Resume (CV) should contain between 12- 20 bullet points. Find suggestions for choosing which bullet points could be removed.

Bullet Points Length - Bullet points should be between 10 and 30 words long.



Score my CV (Resume)

Style

Style
Sections
Personal Pronouns
Buzzwords & Clichés
Active Voice
Consistency
Date Order

Sections- Meet Deakin guidelines, and include a minimum of: Career Profile, Education, Professional Experience, Extra-curricular Activities and Referees.

Personal Pronouns- Avoid the use of personal pronouns or articles in your Resume (CV). ie. e.g. 'I', 'we', 'its' and 'their'. Personal pronouns only take up space, increase wordiness and reduce the impact of your Resume (CV).

Buzzwords & Cliches- Don't include vague buzzwords that don't add value to your Resume (CV). Examples include words like 'hard-working', 'results-driven' or 'team player'.

Active Voice- Using an active voice not only makes your Resume (CV) less wordy and more concise, it also makes it more impactful.

Consistency- Ensure consistency of bullet points, punctuation and date formatting. Consistency can show your ability to pay attention to detail.

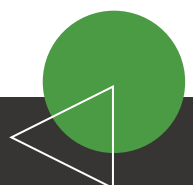
Date Order- List dates in reverse chronological order. Describe your most recent experience first and then go backwards.

Other

Other
Spell Check
Target My CV

Spell Check- Spelling is **NOT** counted in your overall Resume (CV) score. Make sure your Resume (CV) has no typos or spelling errors, and double check any listed words that may be industry specific.

If you're sure you spelled all the words correctly, you can safely ignore the recommendation.



Target my CV (Resume)

This feature reviews your Resume (CV), assessing how relevant it is for a particular role. This feature requires that you upload a position description, which is then used to identify key skills to match against your Resume (CV).

1. From the Dashboard

Click on **UPLOAD YOUR CV**



2. Copy the selection criteria from the Job Description and paste in to the box, or choose a sample job.

1. PASTE YOUR JOB DESCRIPTION

To start, copy and paste the job description you want to compare your CV to.

Or choose a sample job: Select a sample

Paste the job description in here (English only).

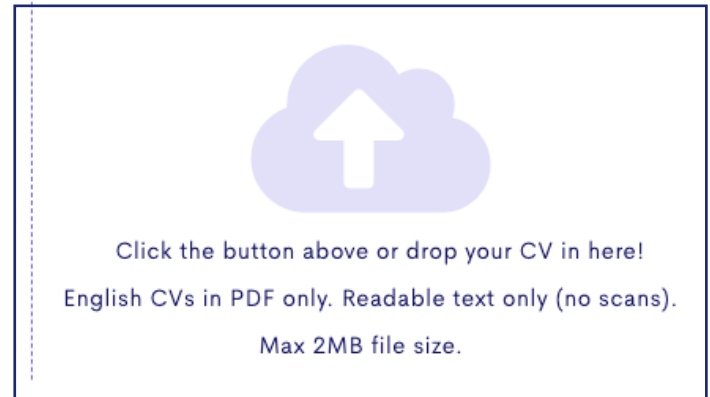
For increased accuracy:

Include: Role information (e.g. description, responsibilities, qualifications).

Exclude: General information (e.g. about us, company information, salary/benefits).

NEXT >>

3. Upload your CV (Resume)



Relevancy Score



Your overall Relevancy Score, gives an indication of how well targeted your Resume (CV) is to the job description you provided. It's based on how many of the core keywords used in the job description are in your Resume (CV).

Missing Keywords

The core keywords and skills in the job description that weren't in your Resume (CV). To increase your relevancy score, add these relevant keywords into your Resume (CV).
Only add the keywords into your Resume (CV) if you have the skills.

If a skill is not relevant to the job, you can delete it by clicking on the bin icon next to the skill.

Your score will be recalculated accordingly.

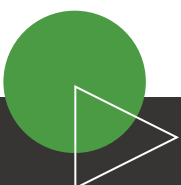
Found Keywords

These are the keywords that match those in the job description.

Soft Skills or Buzzwords



These are the soft skills that the company is looking for. Don't include these words directly, but use them to help you understand what interpersonal skills the job is looking for.



Review my Cover Letter

The Cover Letter Review, provides advice against two main elements of your Cover Letter:

- fundamental elements of a structured business letter, that your Cover Letter should include,
- relevance of your document to the position you are applying for.

1. From the Dashboard

Click on **UPLOAD MY COVER LETTER**



2. Copy and paste the Job description criterion or select a sample job to compare your cover letter to.

1. PASTE YOUR JOB DESCRIPTION

To start, copy and paste the job description you want to compare your CV to.

Or choose a sample job:

Paste the job description in here (English only).

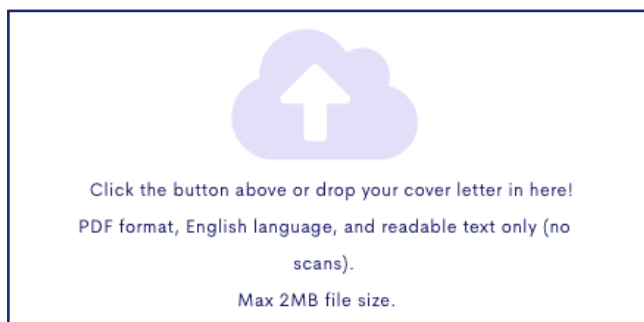
For increased accuracy:

Include: Role information (e.g. description, responsibilities, qualifications).

Exclude: General information (e.g. about us, company information, salary/benefits).

NEXT >>

3. Upload your Cover Letter in pdf format



Core Cover letter Checks



Your overall score, gives an indication of how well targeted your Cover letter is to the job description you provided. Areas checked include:

- Professional opening salutation
- Inclusion of your phone number
- length
- Number of paragraphs
- Interest demonstrated and gratitude expressed
- Numbers or metrics found
- Language use
- Writing style and tone
- Professional closing salutation

Cover Letter Relevancy



Your cover letter should be tailored to the role you're applying for. Make sure to address employer needs by including specific skills found in the job description.

Missing Keywords

The core keywords and skills in the job description that weren't on your Cover Letter. To increase your relevancy score, add these relevant keywords into your Cover Letter. *Only add the keywords into your Cover letter if you have the skills.* If a skill is not relevant to the job, you can delete it by clicking on the bin icon next to the skill. Your score will be recalculated accordingly.

Found Keywords

These are the keywords that match those in the job description.

Soft Skills or Buzzwords

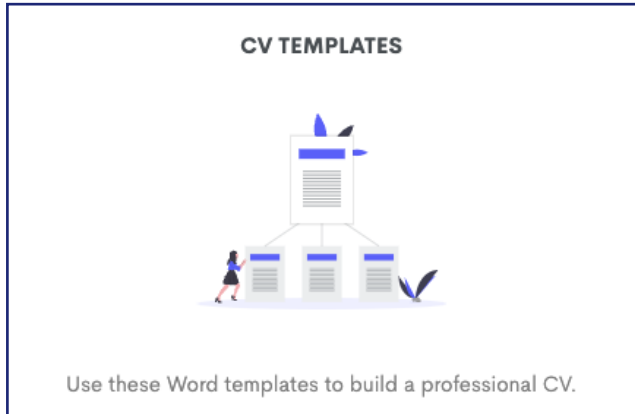


These are the soft skills that the company is looking for. Don't include these words directly, but use them to help you understand what interpersonal skills the job is looking for.

CV (Resume) Templates

Access a range of DeakinTALENT approved Resume (CV) templates.

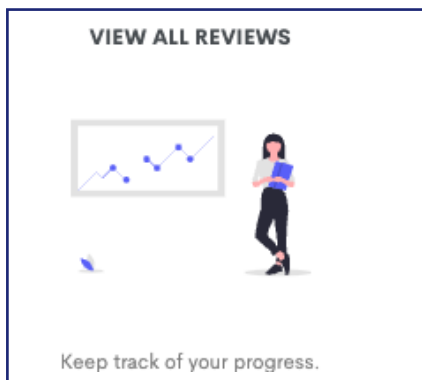
Note templates are provided in a Word file, but must be saved as pdf files for upload.



Previous Uploads

You can view the feedback and scores from your previous uploads by clicking on

VIEW ALL REVIEWS



Click on **Go >>** to go back to the overview of the specific feedback.

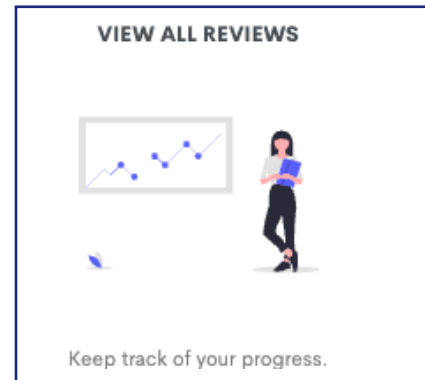
Type	Uploaded Date	Score	View
CV	June 25th, 2023	85	Go >>

- NOTE -

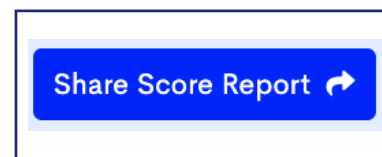
- Your Resume (CV) and Cover Letter are not stored in CareerSet. Only the feedback is available in the review section.
- Naming your documents is important so you can distinguish between feedback from different versions.

Share Score Report

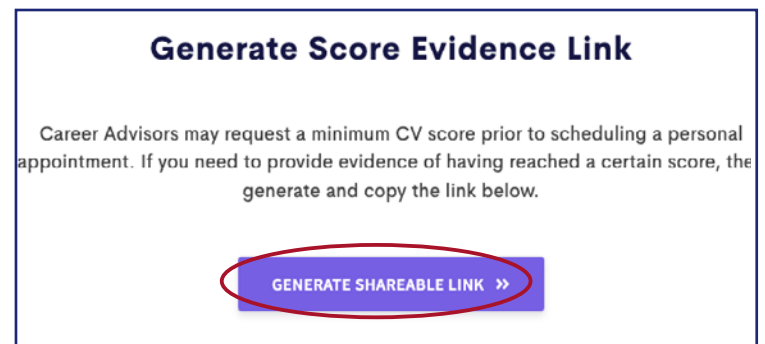
1. Click in to **VIEW ALL REVIEWS**



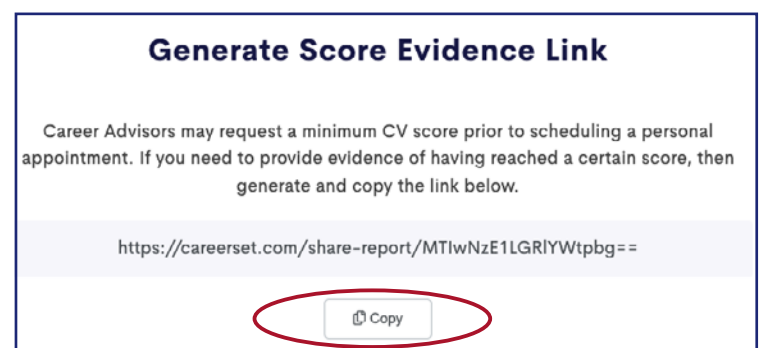
2. Click on **Share Score Report**



3. Click on **GENERATE SHARABLE LINK >>**



4. Click on **Copy**



5. Paste the Score Evidence Link in to your browser or as instructed within your assessment brief.

