

## Big Interview – ResumeAI Guide for ECU Students

To get the most out of this platform;

1. Create a customised Resumé – suited to the major/post graduate course you are studying.
2. Download the **Resume Word Template** available in the Resume AI platform (see below)

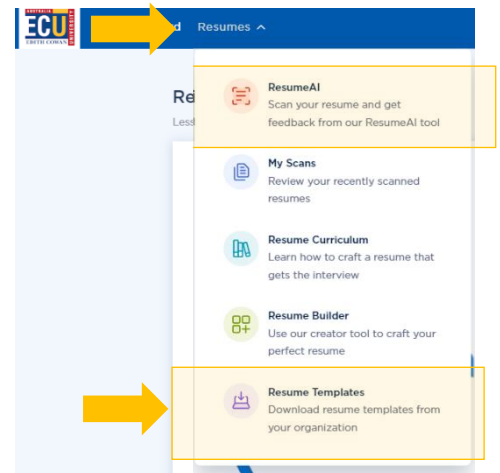
### Let's Start!

Go to Big Interview ResumeAI using the link below and log in with your ECU Student username and password credentials: [https://edithcowan.biginterview.com/members/resume\\_assignments/dashboard](https://edithcowan.biginterview.com/members/resume_assignments/dashboard)

Click onto the **Resumes Menu, Resume Templates** and download the ECU Student Resume Template.

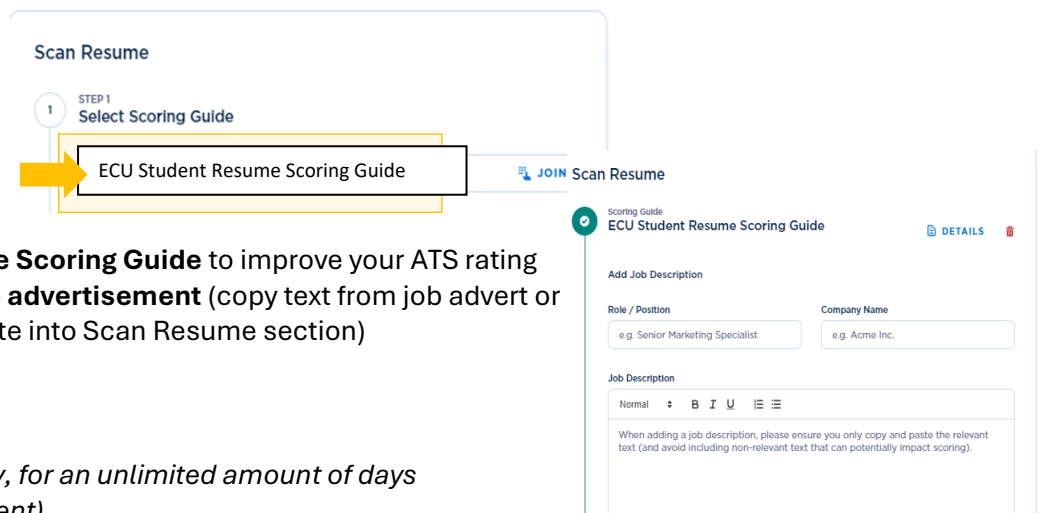
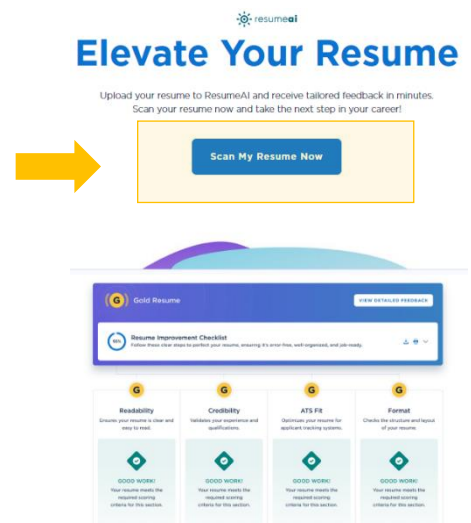
Once you have populated information into the template, save the document to your desktop.

If you are unsure as to the type of information you should include in your Resume, use this guide [here](#)



Go back to the **Resumes Menu** and choose the **ResumeAI** option

Click onto **Scan My Resume Now**



Select **ECU Student Resume Scoring Guide** to improve your ATS rating **Add a job description or job advertisement** (copy text from job advert or position description and paste into Scan Resume section)

**Upload** your Resume

**Scan** your Resume

You can scan 5 times per day, for an unlimited amount of days (while you are a current student)

# Scan Resume

STEP 2  
Upload Your Resume

CHOOSE FILE

Max 5.0mb, .pdf or .docx

4 scans left today.

Scan limit resets daily at midnight local time.



EXIT

SCAN RESUME

- Once your Resumé has been scanned, review feedback paying particular attention to readability, credibility and format.
  - View detailed feedback for additional AI suggestions to improve content for each section.
  - Your Resumé will be rated and marked either gold, Silver and Bronze.
- Where appropriate, make changes to your Resumé and rescan to improve your overall score to attain at least a Silver level.

Please make sure to use the **ECU Student Resume Scoring Guide each time when rescanning your Resumé.**

The screenshot shows the ECU Resume AI interface. At the top, it displays 'Silver Resume' with a score of 5. Below this, there are tabs for 'READABILITY', 'CREDIBILITY', and 'FORMAT'. The main content area is divided into sections: 'Action Items', 'Summary Statement', 'Spelling & Grammar', 'Pronouns', 'Contact Information', and 'Sections'. The 'Summary Statement' section is highlighted with a red 'NEEDS WORK' indicator. The feedback text reads: 'Attention! We found an issue with your summary statement/profile. Also, please see your ResumeAI feedback for any additional suggestions. ADDITIONAL AI FEEDBACK: Your summary statement effectively highlights your educational background and relevant skills, but it can be more concise and impactful. Start by eliminating phrases like 'I am a hard worker that puts in 110%' which may come off as generic and subjective. Focus instead on quantifiable achievements or specific projects you've contributed to using GSD or in environmental impact assessments. Consider rephrasing 'attentive to detail' to include an example of how this skill has benefited a project or team. Also, the phrase 'brings in both team-based and individually driven settings' is common; instead, specify the environment you've excelled in or the types of teamwork you are most adept at. Regarding communication skills, cite a specific instance where your skills made a tangible impact. Tailor the summary to align with the job you are applying for by including keywords and phrases from the job description. This will make your resume more relevant and appealing to recruiters. NOTE: Your friendly neighbor ResumeAI is evolving, so its feedback is a work in progress. It's smart to also have human eyes take a look.' Below the feedback, there are 'FOLLOW THESE BEST PRACTICES' listed: 'Students applying for a WIL placement will benefit from including a brief summary statement under the Profile section of the Resume. The goal is to attract the reader and get them to keep reading the remainder of the document.', 'This statement should highlight your key knowledge, skills, attributes and competencies - aligned to your major. Options to consider: Discipline specific skills and competencies, Transferable skills and experience, Key accomplishments', 'Be concise, but don't be shy about highlighting your best qualifications.', 'Tailor the summary to better demonstrate fit.', 'Focus on your strengths and how you can contribute to the host organisation, not what you need from a WIL placement. (The objective statement is outdated and rarely effective)', 'Avoid overly fluffy language and too many adjectives.', 'Tip: Write the resume first, then figure out how to summarize your experience in a summary.' On the right side, there is a preview of the resume for 'John Brown', showing the 'Summary Statement' and 'Education' sections. The 'Summary Statement' reads: 'Dedicated environmental biological science graduate with experience using GIS program to monitor and environmental impact assessments with a commitment to environmental management plans to deliver environmental planning objectives, assessments, and ecological advice. I am a hard worker that puts in 110% in every task that I have been given. I am attentive to detail and thrive in both team-based and individually driven settings. My verbal and written communication is respectful and professional.' The 'Education' section lists: 'XYZ University, Bachelor of Science (2020-2024), Major - Biological Sciences, Minor - Resource Management, Environmental Biology, Protected Area Management and Planning, GIS for Environmental Management Planning, Environmental Management, Foundations of Chemistry, Introduction to the Animal Body, Plant, Evolution, Radiation and Adaptation, Microbiology, Building Enterprise Skills, Animal Diversity, Australian Biodiversity, Biochemistry, Agricultural Science and Food Production, Genetics and Evolution, Evolutionary Analysis, Minor - Ecosystem Management, Introduction to Sustainable Development, Ecology, Environmental Restoration, Managing Wastewater and Water'.

## To note:

- Disregard spelling and grammar feedback in Big Interview, as it uses American English. After reaching Silver level in Resume AI, check your document in MS Word using English (UK/Australian) settings.

**If you consistently achieve Bronze after applying Resume AI suggestions, attend an ECU Careers Resume Drop-In Session for a Resumé review by a Career Officer**

<https://careerhub.ecu.edu.au/students/events>

(Log into CareerHub using your ECU Student Portal username and password.)

This document has been produced by ECU Careers Team  
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