

OPTIMIZE YOUR RESUME TO GET MORE INTERVIEWS

Career Services is now offering **Jobscan** – the latest software that will screen your application documents to see what keywords are missing.

Jobscan compares hard skills, soft skills, and industry buzzwords from the job listing to your resume that may be critical to your application. The first and easiest step to getting more attention from recruiters is matching targeted keywords.

How do I get an account?

Visit with us in Career Services! After scheduling a 1:1 appointment on Starfish for a resume/CV or cover letter review, or emailing your document to be reviewed to UND.careerservices@UND.edu, Career Services will automatically set you up as our client for a Jobscan account. You will receive an email with directions for setting up your password (check your clutter and junk folders also).

What you need to do next:

- 1. Go to www.Jobscan.co and log into your account**
- 2. Upload your resume and/or cover letter**
- 3. Cut and paste the job posting**

Once you have added the above, **Jobscan** will score your information. Scroll down and click on the “missing skills below” hyperlink. When you click on a missing skill word, **Jobscan** will tell you where it was used in the job posting. You can then add it somewhere to your own documents, namely within your bullet points.

Most companies, including 99% of Fortune 500, use Applicant Tracking Systems (ATS) to process your resume. These systems cause qualified candidates like you to slip through the cracks. **Jobscan** reverse-engineered all the top ATS and studied recruiter workflows to get you in the “yes” pile.

Please note: If there is no activity on your account, access will be removed after one year. Please contact our office again and we can create an account later for you.