Deakin
TALENT

GRADUATE EMPLOYMENT

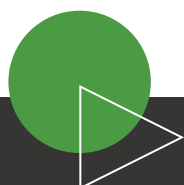Career Set

CareerSet
USER GUIDE

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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 - Curricilum 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.
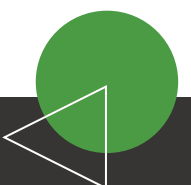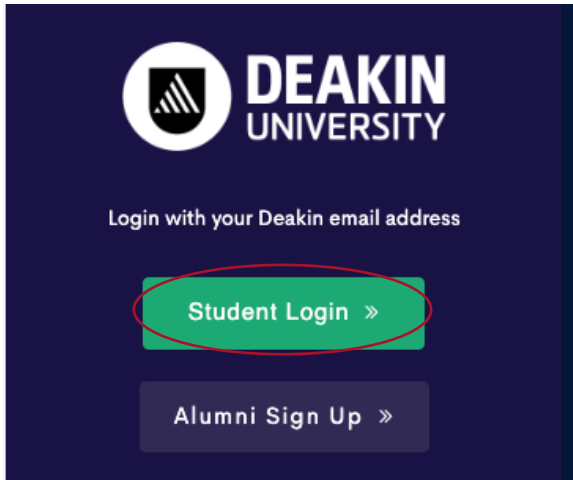
CareerSet

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**

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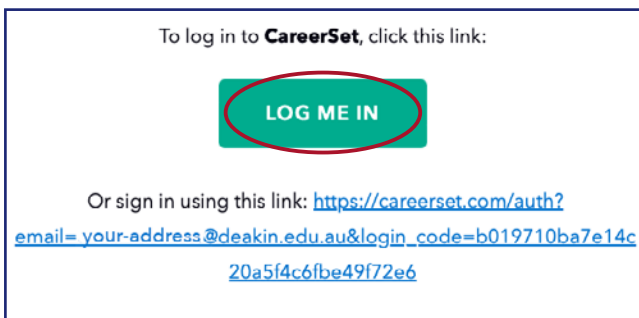
Alumni / Graduates

To register for access to CareerSet please complete the DeakinTALENT Alumni Registration Form. Instructions to log into the platform will be sent once your registration is complete.
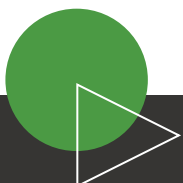
Dashboard

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
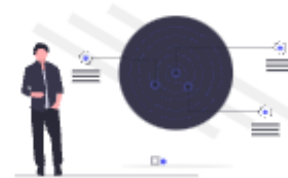
Increase your chances of success.

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.

Career Set

Score my CV (Resume)

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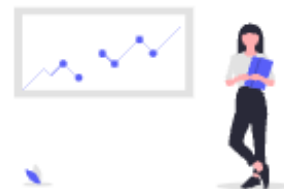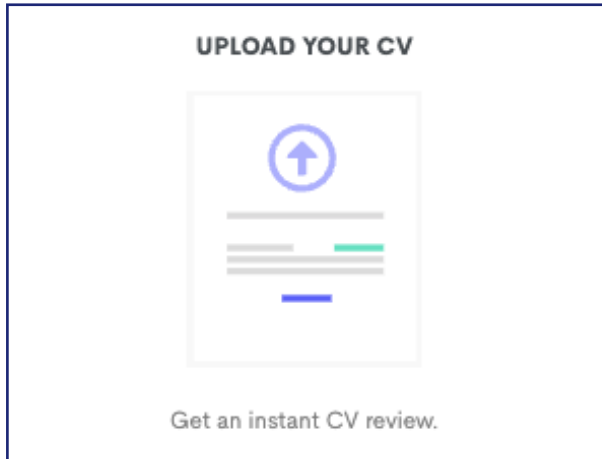
Upload your CV (Resume)

1. From the Dashboard
Click on **UPLOAD YOUR CV**

UPLOAD YOUR CV

Get an instant CV review.

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

Click the button above or drop your CV in here!

English CVs in PDF only. Max 2MB file size.

Choose your profile: Standard

STUDENT PROFILES

For more accurate scoring, select an option below that best describes your profile and preferred settings.

Standard
Default scoring settings for students and graduates.
If you're not sure what to choose, select this.

Business School
A concise CV with a focus on impact. Typically for students with (investment) banking or consulting ambitions.

Other
An academic or more elaborate CV with additional sections. Typically for students who require more flexibility.

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

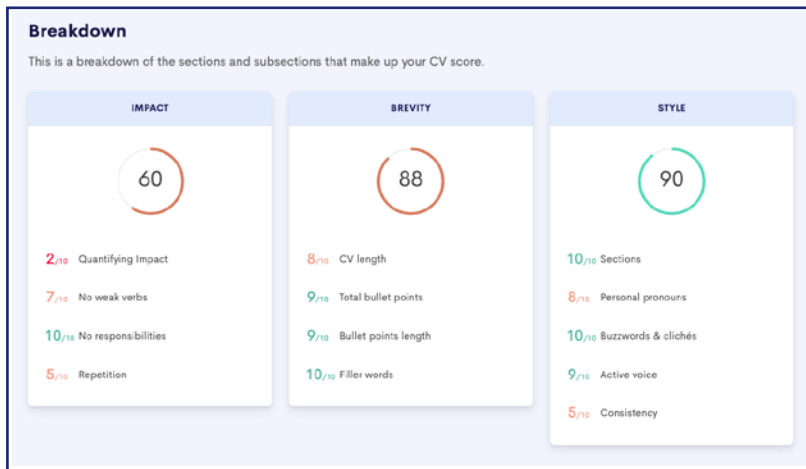This dashboard component provides visual representation of the three areas assesed within your Resume (CV):

- **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.

CareerSet
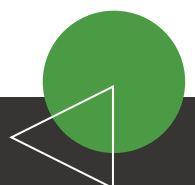
Score my CV (Resume)

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

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

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

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.
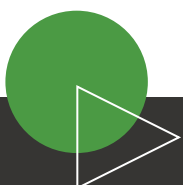
Score my CV (Resume)

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 ablilty to pay attention to detail.

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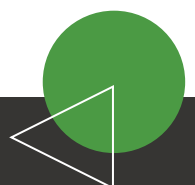
Other

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 particualr 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**

UPLOAD YOUR CV & JOB DESCRIPTION

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 ▼

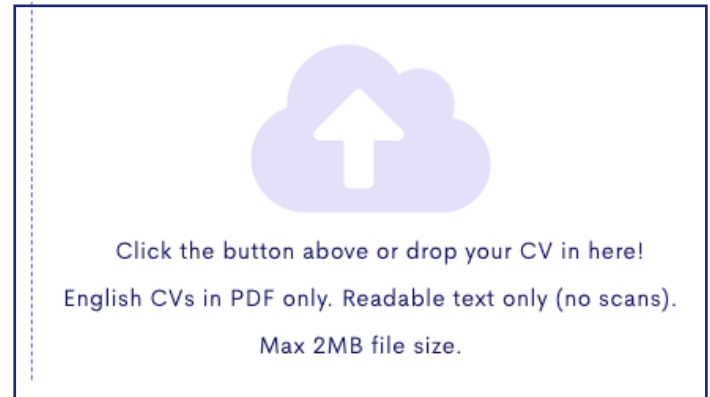Paste the job description in here (English only).
For increased accuracy:

Include: Role information (e.g. description, responsibilities, qualifications).
Exclude: General information (e.g. about us, company information, salary/benefits).

NEXT »

3. Upload you CV (Resume)

Click the button above or drop your CV in here!
English CVs in PDF only. Readable text only (no scans).
Max 2MB file size.

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.
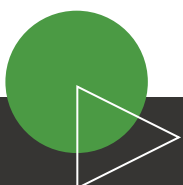
Review my Cover Letter

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**

UPLOAD YOUR COVER LETTER

Get an instant cover letter review.

2. Copy and paste the Job description criterior 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: 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 Cover Letter in pdf format

Click the button above or drop your cover letter in here!
PDF format, English language, and readable text only (no scans).
Max 2MB file size.

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.
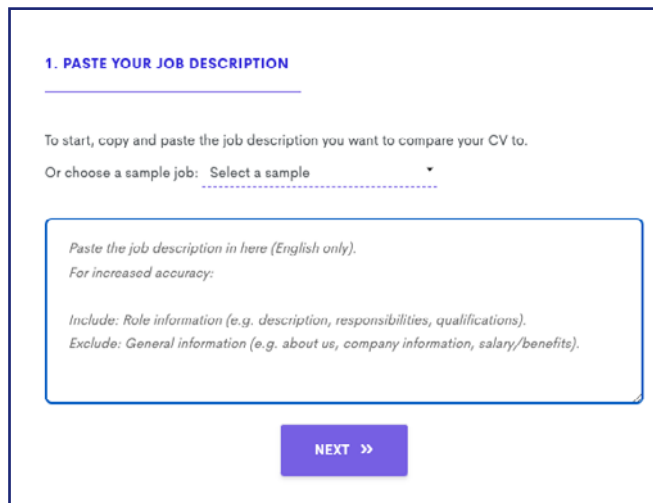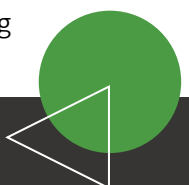
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CareerSet

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.

CV TEMPLATES

Use these Word templates to build a professional CV.
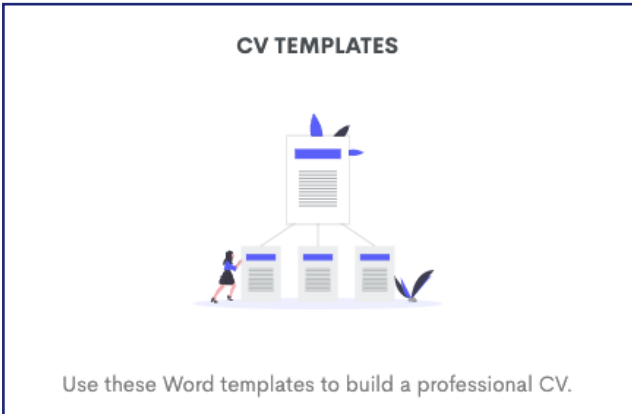
Previous Uploads

You can view the feedback and scores from your previous uploads by clicking on **VIEW ALL REVIEWS**

VIEW ALL REVIEWS

Keep track of your progress.
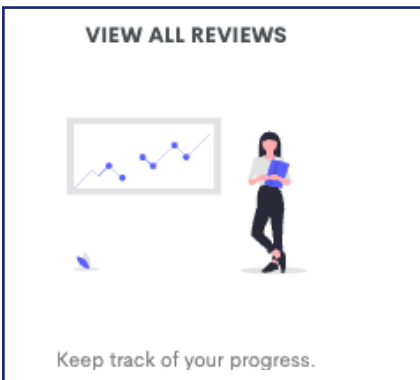
Click on **Go >>** to go back to the overview of the specific feedback.
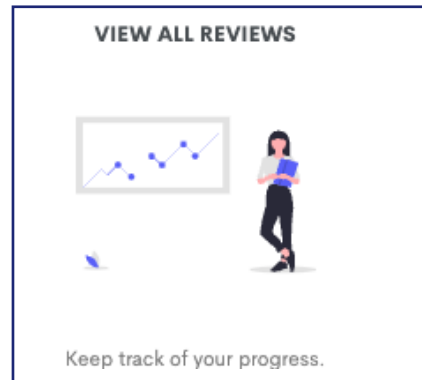
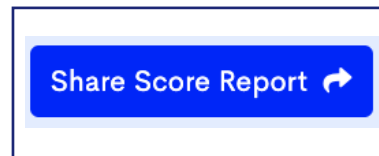|	Type	Uploaded Date	Score	View
	CV	June 25th, 2023	85	Go >>

- 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.
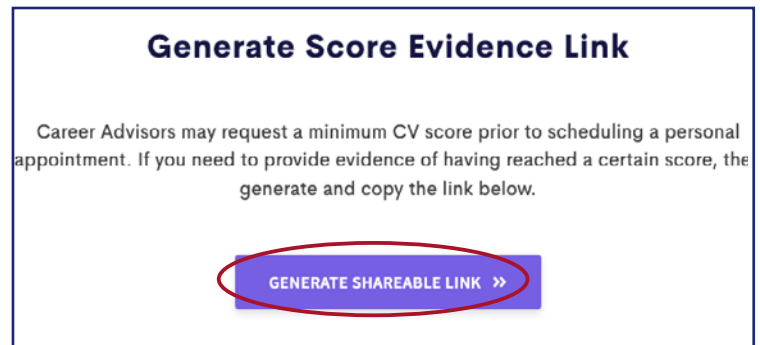
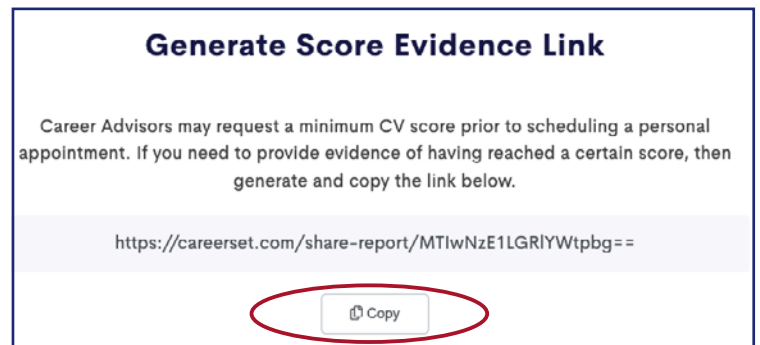## Share Score Report

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

VIEW ALL REVIEWS

Keep track of your progress.

2. Click on **Share Score Report**

Share Score Report

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

Generate Score Evidence Link

Career Advisors may request a minimum CV score prior to scheduling a personal appointment. If you need to provide evidence of having reached a certain score, the generate and copy the link below.

GENERATE SHAREABLE LINK >>

4. Click on **Copy**

Generate Score Evidence Link

Career Advisors may request a minimum CV score prior to scheduling a personal appointment. If you need to provide evidence of having reached a certain score, then generate and copy the link below.

https://careerset.com/share-report/MTIwNzE1LGRlYWtpbg==

Copy

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