



BigResume allows you to upload your resume and a job description to:

- Receive instant feedback on formatting, readability, credibility and ATS (Applicant Tracking System) compatibility
- Generate a draft cover letter draft in minutes.

Setting up your account

If you have not previously accessed BigResume or BigInterview, go to <https://jcu.biginterview.com/>, then select *Register*.

Create your account using your JCU email address. Check your JCU inbox for a confirmation email to activate your account.

Navigating the site

Ensure you are in the BigResume platform. If you are in BigInterview, use the dropdown menu in the top left corner to navigate to BigResume instead.



Resume curriculum

Access resume and cover letter training materials by going to the *Resume* menu, then *Resume Curriculum*.



Here you will find step-by-step video guides to support you with:

- Resume structure
- Persuasive writing
- Understanding Applicant Tracking Systems (Artificial Intelligence)
- Writing a cover letter

Resume examples

Access JCU's course-specific example resumes by going to the *Resume* menu, then *Resume Templates*.



All resumes are editable and published in formats that support Applicant Tracking Systems (ATS). These are also accessible directly on our website: www.jcu.edu.au/careers/example-resumes.

ResumeAI scan

The key feature of BigResume is the ResumeAI scanning tool. This tool provides initial feedback on your resume's:

- **Readability**, including spelling and grammar and first impressions created through your Profile or Summary statement
- **Credibility**, established through your Education, Experience and Skills sections
- **Applicant Tracking System (ATS) fit**, assessed through alignment with keywords, skills, competencies, education and experience if the advertisement or role description is provided
- **Format**, including font size and style, margins, line spacing, bullet point formatting and length.

To access this function, go to the *Scan* menu, then *ResumeAI*, then *Scan My Resume Now*.



Step 1a: Select the scoring guide most relevant to your situation:

- Placement / Vacation Work / Internship
- Part-time / Casual
- Bachelor – Final Year / Graduate
- HDR or Postgraduate

Step 1b: Select *Add Job Description*. Entering the role / position title, company name and job description will enable ResumeAI to provide more precise feedback, including Applicant Tracking System (ATS) fit. When adding the job description, be selective and include only the relevant elements from the advertisement or role statement, for example:

- Key responsibilities or tasks
- Mandatory or preferable qualifications and/or experience
- Details about how candidates will be assessed (e.g. selection criteria).

Select Predefined

Add Job Description

Select Existing Job Description

Role / Position

Company Name

e.g. Senior Marketing Special

e.g. Acme Inc.

Job Description

Normal B I U

When adding a job description, please ensure you only copy and paste the relevant text (and avoid including non-relevant text that can potentially impact scoring).

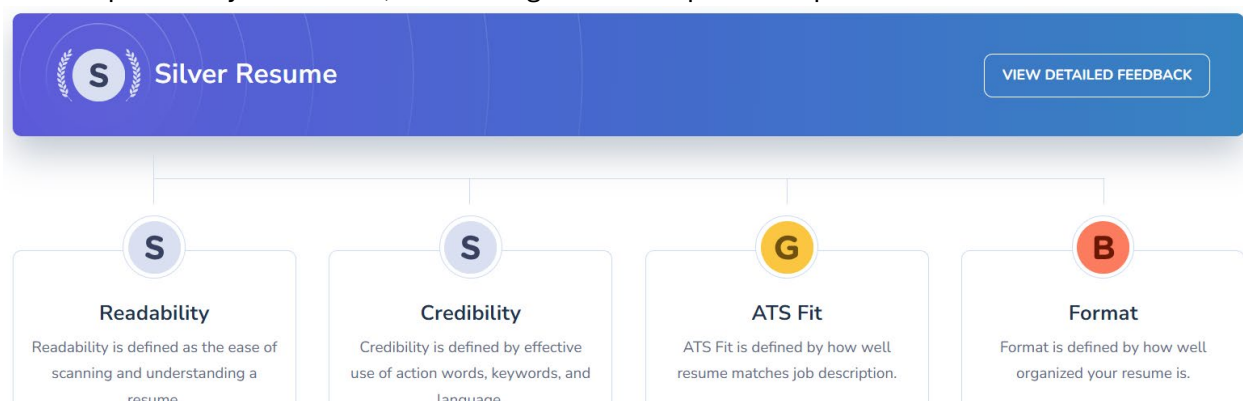
If you have previously uploaded this job description it will be saved and can be selected using the *Select Existing Job Description* dropdown menu.

If an advertisement or role description is not available you can select a relevant role title from *Select Predefined* instead, which will enable ResumeAI to assess your resume against generic key responsibilities, requirements and skills typically expected by employers for one of 1000+ predefined jobs.

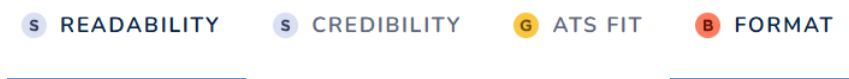
Step 2: Upload your resume by selecting the relevant file from your computer. PDF and DOCX formats are accepted.

Step 3: Select *Scan Resume*. It can take several minutes for your report to generate.

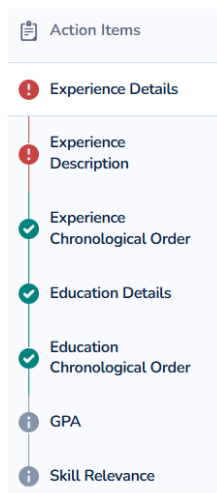
Step 4: Once the scan is complete, you will see an initial summary rating your resume as bronze, silver or gold against each of the four criteria – readability, credibility, ATS fit and format. Select *View Detailed Feedback* for your full report that will provide more detailed advice on your resume’s strengths and limitations to guide further development of your resume, as well as general best practice tips.



Step 5: Access each element of your feedback using the criteria tabs across the top of the page:



Click through the items on the lefthand menu for feedback within each criterion:



Essential Tip: Please note that you can only complete five resume scans per day. ResumeAI provides sound advice for resume development, although it is important to use discretion in deciding which pieces of advice to follow and which to disregard based on your personal situation. JCU Careers and Employability highly recommend following up with a personalised appointment with our team to obtain further feedback after completing up to five resume scans. Book your personalised one-on-one appointment for tailored assistance through our CareerHub [CareerHub](#) or contact us via careers@jcu.edu.au.

Previously completed scans can be accessed via the *Resume* menu under *My Scans*. You are welcome to bring your resume scan results to your JCU Careers and Employability appointment for discussion.

Cover letter generator

Access BigResume's cover letter generator by going to the *Cover Letters* menu, then *Generate Cover Letter*.



Follow Step 1b and Step 2 as per the ResumeAI scan instructions above to upload the role description and your resume. Then select *Generate*.

Essential Tip: Employers are increasingly familiar with AI-generated application materials and can often recognise generic wording, overused examples, and broad claims that lack personal detail. Using AI cover letter generators to brainstorm ideas and get a general letter structure as a starting point can be helpful. However, without substantial editing, your application will most likely sound generic and fail to showcase your individual strengths, experiences, and genuine interest in the position. Always personalise your cover letter with specific examples, achievements, and insights that reflect your own voice and experiences to avoid being overlooked by recruiters. Book your personalised one-on-one appointment for tailored assistance with your application through our CareerHub [CareerHub](#) or contact us via careers@jcu.edu.au.

BigResume technical support

For support with the BigResume platform, go to *Getting Started* or [Big Resume Help Center](#).



Alternatively access help via the BigResume chatbot icon:  or accessibility features via this icon: .