

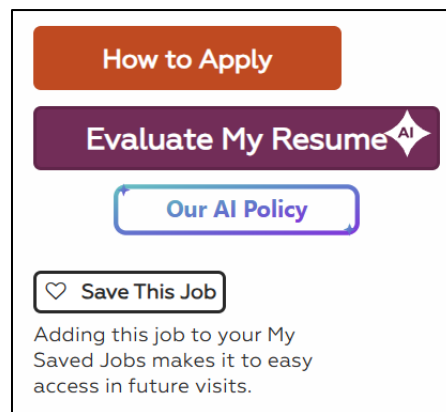


Welcome to JobLink’s Resume Evaluator tool. This quick guide will help you, as a Job Seeker, make use of the Resume Evaluator tool and understand its recommendations.

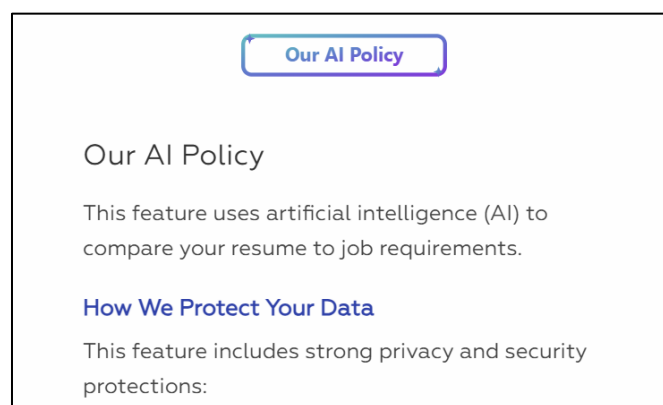
Before starting, you need to make sure that you have completed the following steps in order to use the Resume Evaluator:

1. Complete JobLink profile configuration
2. Create or upload at least one resume to your Job Seeker profile
3. Navigate to the Job Search tool
4. Select a job posting

Once you have selected a job posting, you will see two buttons related to the Resume Evaluator on the right-hand side of your screen. These include the “Evaluate My Resume^{AI}” and the “Our AI Policy” buttons.



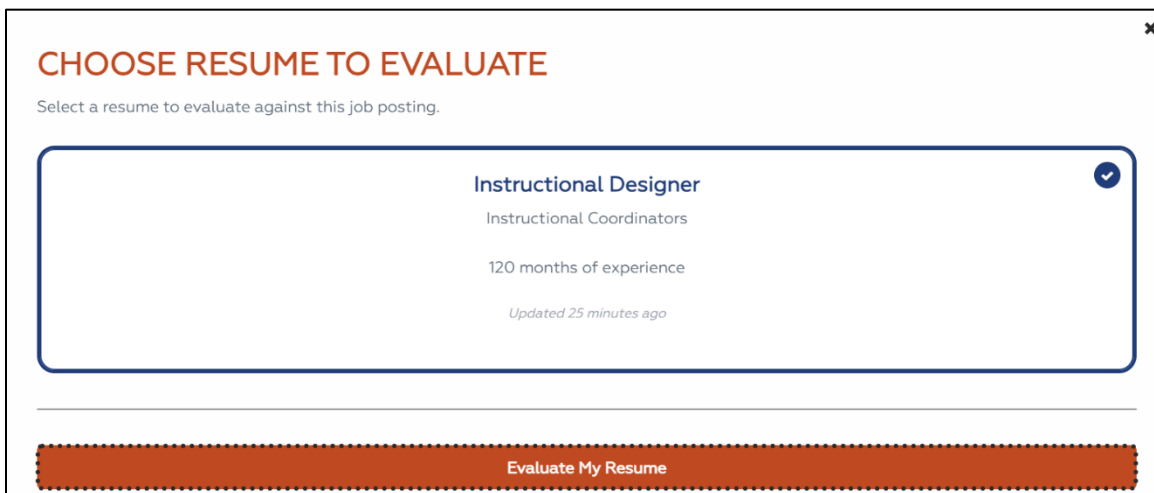
If you select the “Our AI Policy” button, you will see a pop-up window that contains AJLA’s AI Policy, so that you know how your information is being protected when using the Resume Evaluator.



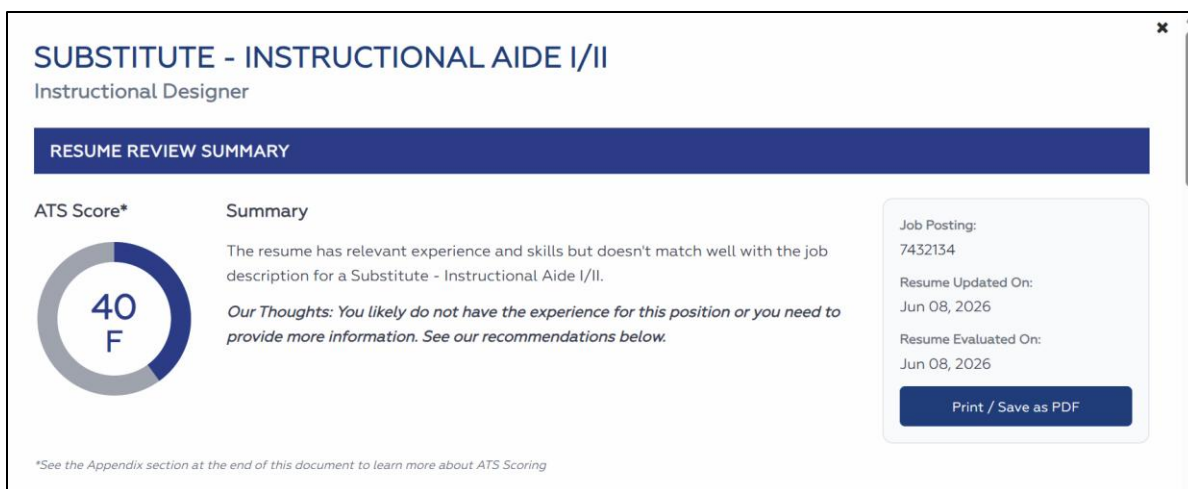
When you select the “Evaluate My Resume” button, a window will appear that will allow you to select which resume you would like to compare to the job posting. Each time the

Resume Evaluator runs, it will compare exactly ONE of your resumes to the ONE job posting that you are currently viewing.

In this window, select the resume that you would like to compare to the job posting, and then select “Evaluate My Resume”.



The Resume Evaluator will take about 30 seconds to complete its evaluation. Once the tool has finished, you will see your evaluation results on the screen.



The first major element in your evaluation is the Applicant Tracking System (ATS) Score, which is presented inside of the circle graph and has a letter grade associated with it. This score is an overall estimate of how well your resume matches the job posting, with scores around 80-85 being considered ideal. Lower scores may either indicate a poor match for the job or may simply mean that you should edit your resume before applying for the job.

The Appendix, located at the bottom of the evaluation (scroll down), provides more information about ATS Scores and what they might mean to you.

APPENDIX

 **Understanding Your ATS Score**

Your ATS score (Applicant Tracking System score) shows how well your resume matches a job description. Many companies use ATS software to scan resumes before a recruiter looks at them.

How to read your score:

- **80%+ (A) — Strong:** Your resume is a strong match and will likely be seen by a recruiter.
- **70–80% (B) — Competitive:** Your resume matches many key requirements but could still be improved.
- **60–70% (C) — Needs Improvement:** Your resume is missing some important skills or keywords.
- **Below 60% (F) — High Risk:** Your resume may not pass the first screening without major changes.

What this means:

A higher score means your resume is more likely to pass the system and be reviewed by a real person.

How to improve your score:

- **Use the right keywords:** Add words and phrases from the job posting.
- **Focus on relevant experience:** Show skills and work that match the job.
- **Keep it simple:** Use clear formatting and avoid images or complex layouts.

In addition to an ATS Score, your evaluation will be split into sections that will each address a particular element of your resume and include the strengths and weaknesses of that element.

SECTION ANALYSIS
The information below provides you with sections that might be missing from your resume.

Headers Found	Missing Sections
☒ Employment Summary	☒ Work Experience
☒ Highlighted Software Experience	☒ Certifications
☒ Education	

JOB MATCH ANALYSIS
This section lets you know which of your skills are a good fit for this job, and which skills you might be missing.

Match Score	Matching Skills	Missing Skills
	☒ Collaboration	☒ Assisting students in a classroom setting
	☒ Communication	☒ Specialized instructional services

In this example, the provided resume is missing the “Work Experience” and “Certifications” sections, meaning that including these sections would match more closely with the job

posting. Additionally, the Job Match Analysis has a score of 2/10, meaning that the submitted resume is not a particularly good match for the job posting. Some key reasons for this mismatch are provided in the bullet points to the right of the score, and they indicate that the resume doesn't mention "Specialized Instructional Services" and "Assisting Students in a Classroom Setting" as skills that the Job Seeker has.

In addition to these sections, the Resume Evaluator will provide you with summarized recommendations so that you can make changes to your resume to better match the job posting.

RECOMMENDATIONS	
Here is a summary of action items listed in order of importance.	
Priority	Suggestion
HIGH	Reorganize the resume to include traditional section headers like 'Work Experience' and 'Education'. Include a 'Certifications' section if applicable.
MEDIUM	Add keywords related to classroom assistance and student support to better match the job description.
LOW	Fix the spelling error for 'SME' and ensure consistent capitalization in bullet points.

These recommendations are categorized as either High, Medium, or Low priority, and each recommendation explains what the next steps might be.

In our example, the Job Seeker should rearrange their resume to include those sections that were missing (Work Experience, Education, and Certifications) as the highest priority change. Next, the medium-priority suggestion is that the Job Seeker should include references to the skills that were missing in their resume: Classroom Assistance and Student Support. Finally, the Resume Evaluator detected some spelling and capitalization errors that it suggests fixing as the lowest priority change to the resume.

Once you have made edits to your resume and have re-uploaded it to JobLink, you will be able to run the Resume Evaluator for the same job posting with the new resume to see how your results have changed.

Finally, you can save the evaluation as a PDF for your records. At the top of the evaluation (to the right of the ATS Score), you can select “Print / Save as PDF”, and the Resume Evaluator will create a PDF of your evaluation and save it to your computer.

Substitute - Instructional Aide I/II
Instructional Designer

RESUME REVIEW SUMMARY

ATS Score*	Summary	
40 F	The resume has relevant experience and skills but doesn't match well with the job description for a Substitute - Instructional Aide I/II. <i>Our Thoughts: You likely do not have the experience for this position or you need to provide more information. See our recommendations below.</i>	Job Posting: 7432134 Resume Updated On: Jun 08, 2026 Resume Evaluated On: Jun 08, 2026

*See the Appendix section at the end of this document to learn more about ATS Scoring

The PDF will have slightly different graphics than the evaluation that you see in the JobLink window, but it will contain the same information and helpful suggestions. Feel free to print this PDF or upload it to your JobLink profile so that you can have it available for conversations with Job Center staff members.

When you close out of the evaluation, a pop-up will ask you if you have saved your evaluation as a PDF. This is meant as a reminder to do so, because once you run the Resume Evaluator for different job posts and resumes, the Resume Evaluator will “forget” the current evaluation, so it will have to run again for you to see your results.

azuat.ajla.net says

Did you remember to save your evaluation as a PDF for your records?
Do you still want to close this evaluation?

OKCancel

