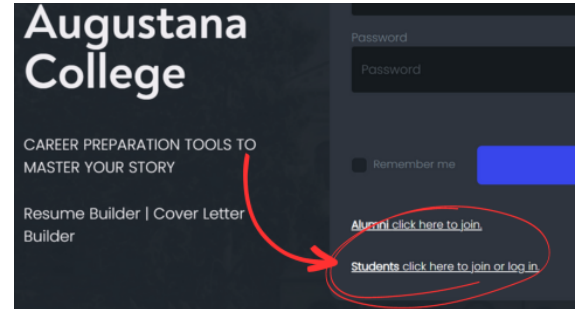


# How to Use SkillsFirst

## Getting started is easy

- Log in to SkillsFirst:  
skillsfirst.com/organizations/augustana
- Click the Student login
- Log in using your Augustana email and password
- Choose a “create method” that works for you



## CREATE A RESUME

### *Easiest Option* **Starting from Scratch**

- Choose design template
- Add name & description, click Save.
- Name, headline, & email are automatically added.
- Click Edit to add content.
- Update contact info, click Save.
- Click Add Section to add sections to resume.
- Choose from list of commonly used sections or create custom section.
- Save section, enter section content.

### *Good Option* **Editing a Sample**

- Clone & edit any resume in resume galleries.
- Click Resumes, then Browse Resumes to access galleries.
- View resumes, choose one.
- Click Clone Resume to copy.
- Cloned resume is automatically added to your resume galleries.
- The “\_clone” label is added to name of clone.
- Your name, headline, and email are automatically added in the contact section.
- Click Edit to add your information.

### *Easy but Limited Access to AI Functions* **Upload a Resume**

- Add name & description, click Save.
- Click Upload Resume to browse your directory and choose a resume.
- The only AI feature available for uploaded resumes is the GPT AI Keywords Suggestions.

### **Human Review**

Our highly trained Career Mentors review resumes that are submitted through SkillsFirst.

- Simply submit your document for review using these Submit for Human Review button
- Reviewers can add annotations to your resume to quickly give you personalized feedback.

### **Resume Review Options**

- **Resume Reviews via SkillsFirst**
- **Resume Drop-ins:**  
Monday through Friday:  
2:00 p.m.-4:00 p.m.  
(while classes are in session)
- **Resume Appointment:**  
Schedule an appointment with a Career Mentor today through Handshake.

# SKILLSFIRST GPT AI FUNCTIONS

Access all GPT AI Functions when your resume is in preview mode  
Click the GPT AI button on the resume dashboard

## GPT AI Resume Scan

ChatGPT provides personalized feedback across 13 different essential resume criteria, each scored on a 1 to 5 scale. While a review by a qualified human reviewer is the gold standard, ChatGPT can provide useful comments and suggestions to act on.

- Review recommendations
- Make necessary edits
- Submit your resume for human review

## GPT AI Keywords Suggestions

By increasing the number of keyword matches, you raise the likelihood that your documents will pass the “AI gatekeeper” and reach a hiring manager.

- Copy & paste a job description that appeals to you into text box
- Scroll within each category & expand/ collapse categories
- Consider missing keywords that YOU POSSESS, include them in appropriate sections; DO NOT add keywords you cannot demonstrate
- Give resume a name that reflects the job posting
- Clone resumes to quickly keyword optimize for different positions

## GPT AI Skills Gap Analysis

One of the powerful ways ChatGPT can assist in your job search is by analyzing how your resume aligns with the target job description and identifying gaps that you may need to address. This is known as “skills gap analysis.”

- Copy & paste a job description that appeals to you into text box
- GPT will compare the information in your resume to target job description and provide a list of areas of alignment and gaps
- For gaps, GPT will provide basic suggestions on what you should do to address them.
- You may need to do additional thinking and research to address these identified gaps.

## Resume Section Examples

Get personalized examples for specific job titles using ChatGPT.

- When editing a section, click Examples
- Enter a job title to get dynamic examples for that section
- Select the examples you want to add, then tailor them to your background
- Continue to edit each example until it is 100% accurate & relevant to you

## Sharing Your Resume

- Download the word or PDF versions of your resume from document dashboard.
- Share your resume one-on-one or with organization groups or as a link outside SkillsFirst enabling recipients to view and download your resume.