



## Quinnia Resume Review Instructions

Quinnia offers an artificial intelligence (AI) solution to help students perfect resumes and provide them with helpful resources. The AI system, Quinn, will help students with resume enhancements. Students can upload their resume for review as many times as they would like on Quinnia. Quinn will analyze the content and formatting of each resume and provide detailed feedback to help students draft, finalize, and improve their resumes.

1. Go to [Quinnia.io](https://quinnia.io).
2. Click the Sign In/Up button at the top right.
3. Type in your email address, using your ufl.edu email address.
4. Log in and access your dashboard.
5. Activate your license on your dashboard page using the blue 'activate license' button.
6. Navigate to the resume widget and click Upload Resume.
7. Upload your resume in PDF format.

*Note: Use a recently downloaded/exported PDF version of your resume to avoid file corruption.*

8. Your experience and education information will auto-populate in Quinnia. Edit/add any details in these sections.
9. Share the industry you would like to break into.

*Note: Don't stress too much if you don't know! You can change this as many times as you want!*

10. Upload your resume.
11. Review the score, improvements, and analysis provided by Quinn.

*Note: Quinn shows your score in comparison to other students at your university.*

12. Hover over the specific analysis or click the call out to see in-depth recommendations on how to improve your score.
13. The analysis calculates your score based on three categories: generic, formatting, and content improvements.
14. Review and implement the improvements you received on your resume analysis.

*Tip: After editing your resume, upload another version to see if you can increase your score!*

15. You can move on to the interview portion after completing your resume analysis.
16. If you still need assistance, watch this short how-to video! [https://youtu.be/S\\_MKC\\_K-rrU](https://youtu.be/S_MKC_K-rrU)

## Understanding Your Quinncia Resume Analysis

### Upload New PDF Resume Button

Click this button when you are ready to upload another PDF version of your resume after making some of the changes Quinn suggested. Take note of how your score and feedback change after uploading your second resume!



### Resume Card

Want to see how your score has changed over time? This card shows you your score and the badge you received (disregard the benchmark).

Your score is the sum of the points you earn in the Content and Formatting section of the resume. The most points a student could receive is 400, but that is not the goal. You should try to increase your score each time you upload a new version of your resume. Here are the average score ranges for each year:

First Year Student: 100-150

Second Year Student: 150-200

Third Year Student: 200-250

Fourth Year Student: 250 +

You can increase your score by decreasing your Flags to 0 and lowering the number of Improvements suggested.

### Badges

You will either receive a bronze, silver, or gold badge. There's no need to worry if you don't receive a gold badge, especially as a first- or second-year student! As you gain more experience and skills, your resume will become stronger and eventually lead you to a gold badge!

Badges are based on how you compare to other students at your university. First year students will likely get bronze badges while fourth year students should try to get gold badges. Here is how the badges are awarded:

Gold: Top 10% of scores for your university

Silver: Middle 50% of scores for your university

Bronze: Bottom 40% of scores for your university

### Breakdown

Your overall resume score is broken down into three categories: General, Content, and Formatting. The score you receive combines all three sections of your resume, and the Breakdown section shows how you scored in each category. The sections compare your score to the top-scored resumes from your university.

## Resume Analysis

Each resume analysis breaks down into three categories: General, Formatting, and Content.

### General

Quinn assesses whether or not your resume includes all of the key elements like an Education section, corresponding dates, a Work Experience section, and possibly a Summary. The General analysis evaluates those components using the following two categories:

- **Impact:** You should focus your attention on a few key aspects for your resume to resonate with employers. To pass the ATS, focus on interests, summary statements, number of pages, and using images properly.
- **Target:** Write in the same language employers read. Employers scan your resume for relevant skills and experiences, so make sure you highlight them in each of your sections.

### Formatting

The way you format your resume is incredibly important. Even the smallest typo can stand in the way of you and your resume reaching the hiring manager. Quinn works hard to ensure that your resume is ATS compliant and stands the best chance of getting in front of the right people. Here's what Quinn looks for and how she calculates your score:

- **Format:** Quinn looks at things like margins, fonts, and dates. Quinn also considers common questions like Are all the sections of your resume clearly defined? and Are your education and experience sections easy to read? to gauge how parsable your resume is. The better your formatting is, the more points you earn!
- **Words:** This section focuses on your spelling and grammar. Utilize the Microsoft Word or Google Docs tools to ensure that your proofreading game is on point! You earn 10 points for achieving zero spelling errors and an additional 10 points for zero grammatical errors. Mistakes in either area result in 0 earned points for that section. This may sound harsh, but it is for your benefit. When you apply for jobs, spelling and grammatical errors can lead to automatic resume rejections.
- **Presence:** This section is all about you. Quinn looks for your skills, results, and action verbs. You can rack up the points here when you talk about your technical/essential skills and when you mention your experience and results. Make sure each bullet point has quantified results and utilize technical and essential skills to receive the highest score possible. Quinn provides you with great examples in the line-by-line detailed resume analysis.

### Content

Now that your resume is formatted properly, it's time to make sure that it's filled with relevant information. You can earn more points here by providing information in a digestible format.

- **Degree:** You earn points for including your degree, major, GPA, and coursework. You earn 10 points for each item you include correctly.
- **Experience:** Your experience matters. You earn points for each part-time role, full-time job, or internship that you list. The more the merrier!

- Key Details: This is all about your skills and quantified results from your experience. You earn points each time you highlight a technical or essential skill and show quantified results from your experience. You also earn points for dynamic word selection in your bullet points.

## Flags and Improvements

Each category of your resume analysis displays how many Flags or Improvements you received within that section.

Flags are edits that you must make for your resume to parse the Applicant Tracking System (ATS).

Improvements are optional recommendations that you can make to improve your resume.

Flags are worth two points and improvements are worth one. You can edit your resume using the Flags and Improvements Quinn suggested.

For every Flag or Improvement, Quinn provides an overview of what you need to update on your resume. Each Flag or Improvement includes a link that directs you to our Helpdesk articles. Sometimes, Quinn even provides you with specific examples to help you edit your resume.