

■ JobReady Resume Builder

Complete User Guide

From average to interview-ready — in minutes

What's inside this guide

- Getting started in under 2 minutes
- Mode 1 — Build a brand new resume from scratch
- Mode 2 — Upload & analyse your existing resume
- Resume styles, colour themes & photo upload
- ATS Score — what it means & how to improve it
- Downloading your resume (PDF & Word)
- Create & Download Improved Resume feature
- Tips, FAQs & troubleshooting

1 What is JobReady Resume Builder?

JobReady Resume Builder is a free tool on the purshoLOGY website that helps you create a professional, recruiter-ready resume in minutes — without needing to be a great writer or pay for expensive software.

It uses a smart Instant Resume Maker that writes your bullets, summary and skills based on what you tell it. It can also analyse a resume you already have and tell you exactly how well it will perform with ATS (Applicant Tracking Systems) — the software most companies use to screen resumes before a human reads them.

Mode 1

Build from scratch

Start with a blank slate. Fill in your details and our Instant Resume Maker builds your complete professional resume.

Mode 2

Upload & Analyse

Already have a resume? Upload it (PDF or Word) and get an instant ATS score plus a full improvement report.

2 Getting Started

No account needed. No app to download. Just open your browser, go to the purshoLOGY website, find the JobReady Resume Builder page, and you're ready to go. Here's the full flow:

1

Open the tool

Go to purshoLOGY.com and open the JobReady Resume Builder page

2

Choose your mode

Select "Build New Resume" or "Analyse Existing Resume"

3

Fill in your details

Enter your name, experience, skills and target job role

4

Let it work

The Instant Resume Maker builds your resume in seconds

5

Download & apply

Save as PDF or Word and send it to employers right away

■ Quick tip

The whole process from opening the tool to downloading your resume takes less than 2 minutes for most people. Have your job title and a few bullet points about your experience ready before you start — that's all you need!

3 Mode 1 — Build a New Resume from Scratch

This mode is for you if you don't have an existing resume, want to create a fresh one, or want to target a specific job. The Instant Resume Maker will write the professional content for you — you just provide your basic details.

Step 1 Select Mode

On the first screen, choose "Create New Resume". You can also choose your purpose — General Application, Specific Job, or Career Change.

Step 2 Personal Info

Enter your First Name, Last Name, Email, Phone Number, Location and LinkedIn profile URL (optional).

Step 3 Target Job

Enter the job title you are applying for. If you are targeting a specific job, paste the job description into the box — the Instant Resume Maker will mirror the keywords from it.

Step 4 Your Summary

Write a short note about yourself in your own words. Even a rough 2–3 sentence version works fine — the Instant Resume Maker will polish and expand it professionally.

Step 5 Work Experience

Add your past job roles. For each one, enter the job title, company name, dates, and a few rough notes about what you did. The Instant Resume Maker will rewrite these as strong, action-driven bullet points.

Step 6 Education

Enter your degree, institution name and year of completion. Add your GPA if relevant.

Step 7 Skills & Extras

List your key skills (comma separated). Add languages, certifications or any other relevant information.

Step 8 Style & Theme

Choose your resume style (Classic, Modern or Minimal) and a colour theme. You can also upload a professional photo.

■ Pro tip — Targeting a specific job?

Paste the full job description into the "Job Description" box in Step 3. The Instant Resume Maker will read the keywords employers are looking for and weave them naturally throughout your resume — this can jump your ATS score by 20 to 40 points.

4 Mode 2 — Upload & Analyse Your Existing Resume

Already have a resume but not getting callbacks? This mode uploads your existing resume, gives it an ATS score, and tells you exactly what to fix. You can then download a fully improved version with one click.

- 1

Select Analyse Mode

On the opening screen choose "Analyse & Improve Existing Resume"
- 2

Upload your file

Click Upload and select your resume. Accepted formats: PDF or Word (.docx)
- 3

Optional — add job info

If you are applying for a specific role, enter the job title and paste the job description for a more targeted analysis
- 4

View your ATS score

Your overall ATS score appears as a percentage with a colour indicator (red / amber / green)
- 5

Read the full analysis

Scroll through the detailed breakdown — section scores, missing keywords, ATS issues, quick wins and more
- 6

Download improved resume

Click "Create & Download Improved Resume" to get a rewritten, fixed version as Word or PDF

Understanding Your ATS Score

Score Range	What It Means	What To Do
90% – 100%	Excellent — very likely to pass ATS filters	Minor tweaks only. Focus on customising for each job.
75% – 89%	Good — passes most systems with some gaps	Improve keyword matching and section structure.
50% – 74%	Fair — will fail many ATS systems	Use the one-click improvement feature to fix major issues.
Below 50%	Poor — likely being filtered out	Full rewrite recommended. Use "Create Improved Resume"

■ **One-click improvement**

After your analysis, scroll to the bottom and click "Create & Download Improved Resume". The Instant Resume Maker rewrites your entire resume fixing every flagged issue — stronger bullets, better summary, ATS keywords added — and lets you download the result as Word or PDF instantly.

5 Resume Styles, Colour Themes & Photo

Style	Best For	Look & Feel
Classic	Traditional industries, government, banking	Two-column layout, structured, formal
Modern	Tech, marketing, startups, creative roles	Clean grid, accent initials, contemporary
Minimal	Design, portfolio, senior executives	Single column, generous spacing, elegant

Colour Themes

Choose from 5 built-in colour themes: Navy, Teal, Emerald, Charcoal and Crimson. The theme affects the header background, accent lines and section labels throughout your resume.

Profile Photo

You can upload a professional headshot (JPEG, PNG or WebP). The tool automatically crops and resizes it to a square for a clean, professional finish. Note: photos are recommended for some industries (hospitality, retail, healthcare) but not others (tech, finance, legal in some regions). Check the norms for your industry.

6 Downloading Your Resume

Once your resume is built and displayed on screen, two download buttons appear below it — Download Word (.docx) and Download PDF. Both are fully formatted and ready to send.

Format	Best Used For	Can You Edit It?
Word (.docx)	Most job applications, emailing to recruiters, LinkedIn Easy Apply	Yes — open in Word or Google Docs
PDF	Online job portals, applications asking specifically for PDF	No — but it looks identical on every device

■ Footer note

Every downloaded resume includes the footer: "Your potential, put into words — PURSHO | purshoLOGY" in a small, tasteful grey italic at the bottom of each page.

7 Tips for Best Results

- **Be specific with your job title**

Instead of "Manager", write "Marketing Manager" or "Operations Manager". The more specific you are, the better the Instant Resume Maker can tailor your content.

- **Add real numbers wherever you can**

Even rough ones help. "Managed a team" becomes much stronger as "Managed a team of 8 people" or "Increased sales by roughly 30%".

- **Use the job description box**

If you are applying for a specific role, always paste the job description. This is the single most effective way to raise your ATS score.

- **Try different styles**

Your resume is previewed on screen before you download. Switch between Classic, Modern and Minimal to see which one suits your profession best.

- **Check your ATS score first**

If you already have a resume, upload it and check your score before applying anywhere. Even a small improvement can make a big difference.

- **Download both formats**

Download your resume as both Word and PDF. Keep both. Some portals require PDF, others prefer Word — having both ready saves time.

8 Frequently Asked Questions

Q: Is it really free?

A: Yes — completely free. No subscription, no credit card, no sign-up required. Just open it and use it.

Q: Do I need to create an account?

A: No. The tool works without an account. If you are logged in to the website your resumes may be saved automatically depending on the site settings, but you do not need to register to use it.

Q: What file formats can I upload for analysis?

A: You can upload PDF or Word (.docx) files up to 5 MB. Scanned image PDFs (where the text is a picture) may not extract correctly — use a text-based PDF for best results.

Q: Why is my ATS score low?

A: Common reasons: missing keywords from the job description, non-standard section headings, use of tables or columns that confuse ATS software, or a scanned/image-based PDF. The analysis report will tell you exactly what to fix.

Q: Can I edit the resume after downloading?

A: Yes — the Word (.docx) version can be opened and edited in Microsoft Word, Google Docs or any compatible word processor. The PDF version cannot be edited but prints perfectly.

Q: Is my uploaded resume data private?

A: Your uploaded file is processed to extract text and then deleted from the server immediately. It is not stored permanently.

Q: Can I build multiple resumes?

A: Yes — you can use the tool as many times as you like. Each time you open it you start fresh.

Q: What is ATS?

A: ATS stands for Applicant Tracking System. It is software used by most companies to automatically screen resumes before a human recruiter reads them. A low ATS score means your resume may be getting filtered out automatically, even if you are qualified for the job.

You're all set! ■

Go build your JobReady resume right now

purshoLOGY.com

Your potential, put into words ■

For any questions or feedback, reach out to us through the purshoLOGY website. We genuinely want this tool to help you — so if something isn't working or you have a suggestion, please let us know ■

© PURSHO | purshoLOGY · JobReady Resume Builder · Free forever