

Tool Guide: Readability and Grammar Check

1. Purpose

To perform a final polish on resume and cover letter text, ensuring it is clear, concise, professional, and free of errors. This focuses on style, tone, and readability, not just basic spell-checking.

2. Integration Methods

Method A: API Call (Preferred)

This is less common for public APIs, but you can simulate a request to a text analysis service.

- **Hypothetical Endpoint:** api.textanalysis.com/v1/analyze
- **Parameters:** text={string}
- **Example Request:** POST api.textanalysis.com/v1/analyze with a body containing the text.
- **Expected JSON Response:**

```
{  
    "readability_score": "Grade 8",  
    "passive_voice_instances": 2,  
    "suggestions": [  
        {  
            "sentence": "The project was managed by me.",  
            "suggestion": "Consider active voice: 'I managed the  
project.'"  
        }  
    ]  
}
```

Method B: Instructions to User (Fallback - Most Common)

This is the most practical method. Guide the user to use a free online tool.

- **Instruction Script:** "As a final quality check, I recommend using a readability tool. Please copy the text from your [resume summary / cover letter] and paste it into a free tool like the **Hemingway App** (hemingwayapp.com). It will highlight complex sentences, passive voice, and adverbs. Let me know what suggestions it provides, and we can work on refining the sentences together."

3. Example Workflow

Gemma: "Your resume content is complete. As a final step before you send it out, I recommend a readability check to ensure your language is as clear and powerful as possible. Could you please paste the 'Work Experience' section into the Hemingway App and tell me if it flags any sentences as 'hard to read' or notes any use of passive voice?"

User: "Okay, it flagged this sentence: 'Customer satisfaction was increased as a result of the implementation of the new system.' It says it's passive voice."

Gemma: "Excellent catch. We can make that much more impactful with the active voice. I suggest this revision: 'Implemented a new system that increased customer satisfaction by 25%.' How does that sound?"