User Guide: AI Resume Builder

Creating ATS-Optimized Resumes with Artificial Intelligence

1. Introduction & Overview

The **AI Resume Builder** is an intelligent web application designed to eliminate the stress of resume creation. It leverages artificial intelligence to help you build a powerful, professional, and ATS-friendly resume tailored to your target industry and role. This guide will walk you through every feature of the application, from initial setup to exporting your final, polished document.

Key Value Propositions:

- **AI-Powered Content Generation:** Get intelligent suggestions for skills, job descriptions, and professional summaries.

- **ATS Optimization:** Build a resume that beats Applicant Tracking Systems with industry-specific keyword optimization and proper formatting.

- **Multiple Templates:** Choose from three distinct visual templates to match your style and industry.

- **Job Matching Analysis:** See how well your resume matches a specific job description.

- **Export:** Download your resume in PDF format.

2. Getting Started

2.1. Accessing the Application
Open your web browser and navigate to: **https://ai-resume-builder-phi-nine.vercel.app/**

2.2. Interface Overview
Upon loading, you will see the main dashboard:

- **Input Form:** Where you enter all your personal, educational, and professional data.

- **Live Preview:** Shows a real-time rendering of your resume. It updates instantly as you type.

- **Bottom of the page:** Contains buttons for Templates, ATS Analysis, Generate, and Download.

Figure 1: Application Form

2.3. Data Privacy & Local Storage

Your privacy is important. All data you enter is automatically saved **only to your browser's local storage**. This means your information never leaves your computer unless you explicitly choose to export it. Clearing your browser data will also clear your saved resume progress.

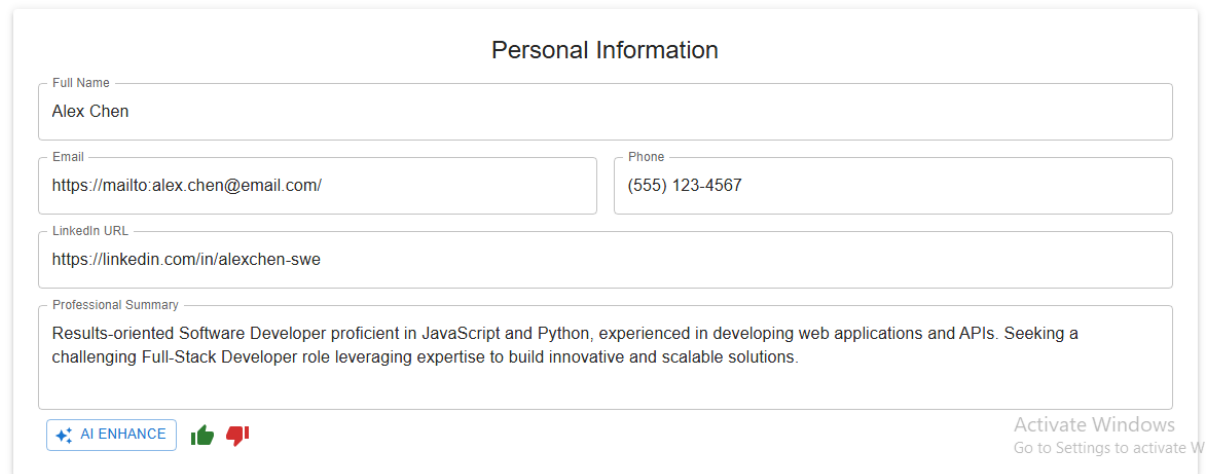## 3. Step-by-Step Guide to Building Your Resume

3.1. Entering Personal Information

Start by filling in the Personal Information section.

- **Fields:** Fill in your **Full Name, Email, Phone,** and **LinkedIn URL.**

- **Professional Summary -** Using the AI Enhance Feature**:**

  1. In the **"Professional Summary"** text box, write a brief 2-3 sentence draft about your skills and career objectives.

  2. Click the **AI Enhance button.**

3. The AI will generate a more powerful, professional, and keyword-optimized version of your summary.

4. You can review the enhanced summary, edit it further to sound like yourself

- **Tip:** This summary is the first thing recruiters read. Use the AI to make it strong and impactful.

AI Resume Builder

Personal Information

Full Name
Alex Chen

Email
https://mailto:alex.chen@email.com/

Phone
(555) 123-4567

LinkedIn URL
https://linkedin.com/in/alexchen-swe

Professional Summary
Results-oriented Software Developer proficient in JavaScript and Python, experienced in developing web applications and APIs. Seeking a challenging Full-Stack Developer role leveraging expertise to build innovative and scalable solutions.

✦ AI ENHANCE   👍 👎

Figure 2: Personal Information Section with AI enhanced response

3.2. Adding Professional Experience (The AI Core)

Add Experience to list your previous jobs.

- **Fields:** Job Title, Company, Dates, Description.

- **Using AI Enhance:**

  1. Write a basic description of your duties (e.g., "responsible for project management").

  2. Click the AI Enhance button next to the description field.

  3. The AI will generate powerful bullet points based on your input.

  4. The feedback loop helps the AI learn your preferences.

Figure 3: Powered Content Suggestion

3.3. Listing Education
Click Add Education

- **Fields:** Degree, School/University, Field of Study, Dates

3.4. Highlighting Skills
Enter a comma-separated list of your skills.

- **AI Keyword Optimization:** The AI will analyse your skills and may suggest additional industry-relevant keywords to improve ATS compatibility.

Figure 4: Skills section with AI enhanced suggestion

4. Using Advanced Features

4.1. Selecting a Template
Click the Template you want from the available options

- You will see three distinct visual themes (e.g., **Modern, Classic, Professional**).

- Click on a template to apply it to your resume instantly. The live preview will update immediately.
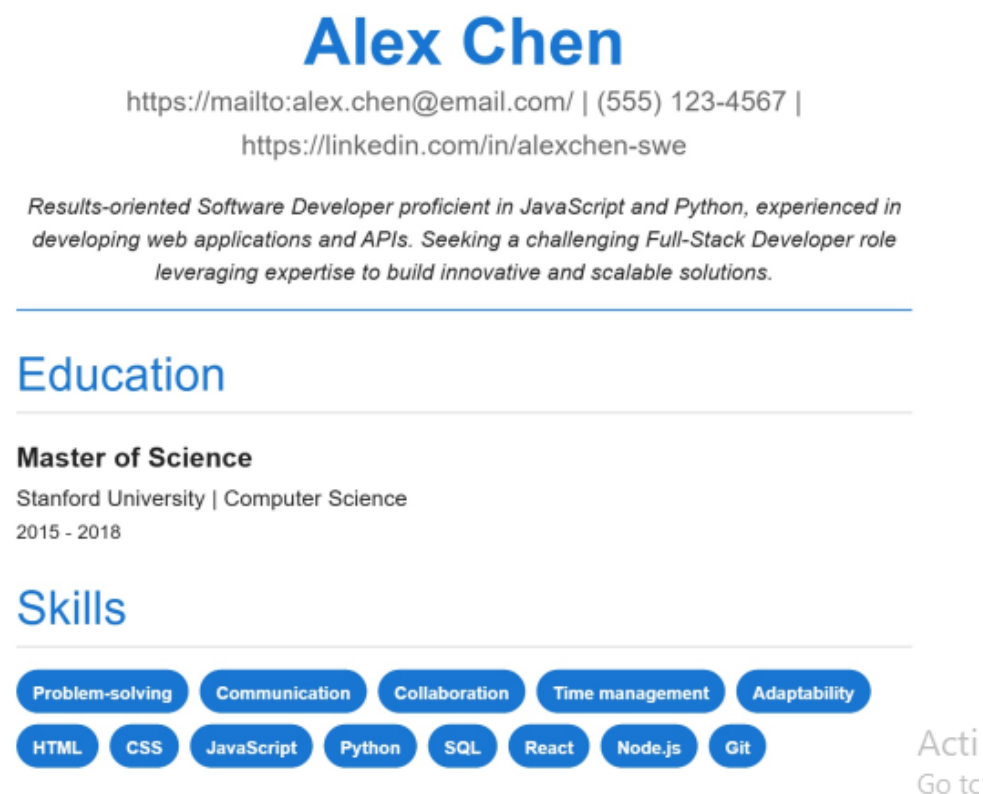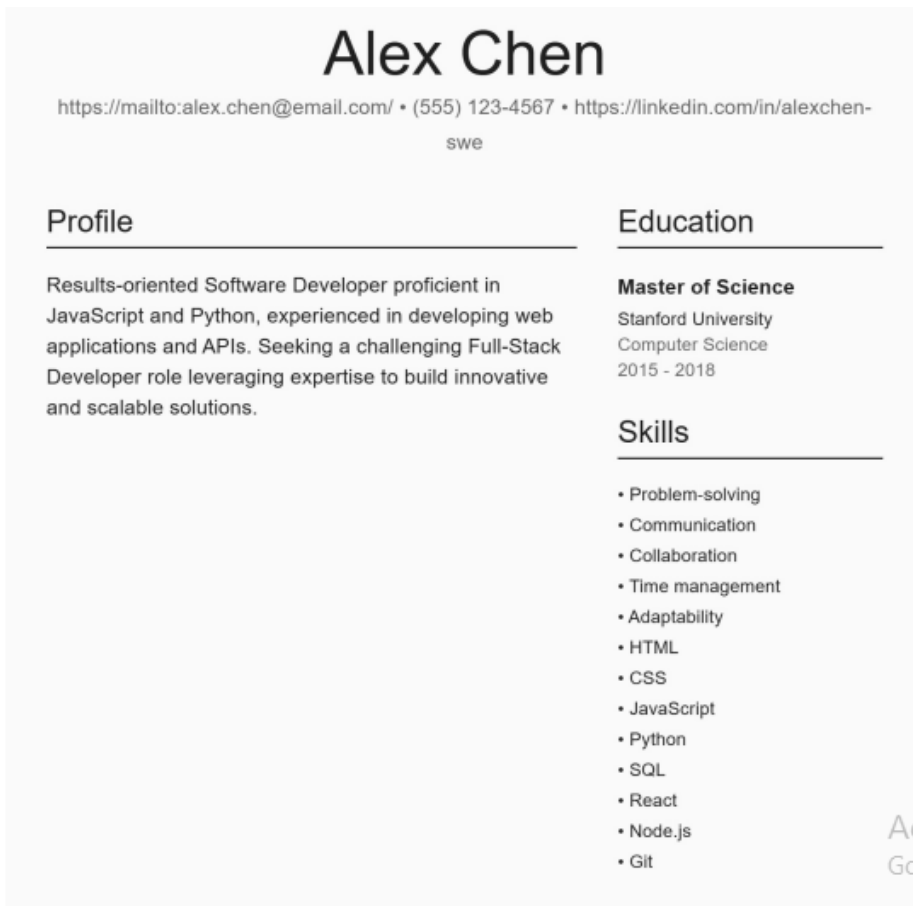

Figure 5: Modern Template

Alex Chen

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Profile

Results-oriented Software Developer proficient in JavaScript and Python, experienced in developing web applications and APIs. Seeking a challenging Full-Stack Developer role leveraging expertise to build innovative and scalable solutions.

Education

Master of Science
Stanford University
Computer Science
2015 - 2018

Skills

- Problem-solving
- Communication
- Collaboration
- Time management
- Adaptability
- HTML
- CSS
- JavaScript
- Python
- SQL
- React
- Node.js
- Git

Figure 6: Classic Template

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Adaptability   HTML

CSS   JavaScript

Python   SQL

React   Node.js   Git

Figure 7: Professional Template

4.2. ATS Compatibility & Job Matching Analysis

This is a key innovative feature.

1. Click the ATS Analysis tab.

2. You will see a score indicating your resume's overall ATS friendliness (e.g., formatting, structure).

3. **Paste a Job Description:** For a targeted analysis, paste the text of a job description you are applying for into the provided field.

4. Click Analyze Match. The system will provide:

   o A **match percentage**.

   o A list of **keywords found** in your resume.

   o A list of **keywords missing** from your resume that are in the job description.

   o Use this feedback to refine your content with the AI Enhance tool.

Job Description Analysis

Paste a job description to check ATS compatibility and get keyword suggestions

Paste Job Description Here

We are seeking a highly motivated Full-Stack Engineer to join our dynamic team. The ideal candidate will be responsible for designing, developing, and implementing complex software solutions in a cloud-native environment.

ANALYZE ATS COMPATIBILITY

ATS Analysis Results

Compatibility Score: 75%

✓ Good match for frontend development roles - 75% keyword compatibility

AI Suggestions:

ⓘ Add more cloud computing and DevOps skills to match industry trends

✅ Matched Keywords (/):

(javascript) (react) (node) (html) (css)

⚠ Missing Keywords:

python

aws

docker

typescript

4.3. The Feedback Loop

Every time you use AI Enhance and then manually edit its suggestion, you are training the local AI model to better understand your style. The more you use it, the better its suggestions become for you.

5. Exporting Your Resume

Once your resume is perfect, export it.

1. Click the Generate and Download button in the bottom navigation.

2. The file will generate and download automatically to your computer.

*(Insert a screenshot of the export menu with the three format options. Label it **Figure 6: Multiple Export Options**)*

6. Getting Help & Support

- **Documentation:** For technical details on the AI API integration and architecture, please refer to the separate Technical Report.

- **Known Limitations:** The AI suggestions are based on general data and should be reviewed and personalized by the user.

- **Future Enhancements:** Cloud saving, multi-language support, and expanded template galleries are planned for future releases.