Intelligent Resume Generator - User Guide

Accessing the Application
Open the Intelligent Resume Generator in your web browser
You'll see the main interface with a sidebar navigation and preview area

Interface Overview
The application consists of three main areas:

Left Sidebar:
Section navigation (Personal Info, Summary, Experience, etc.)
Template selector
Export options

Center Panel:
Form fields for the current section
Job matching tool
ATS checker

Right Panel:
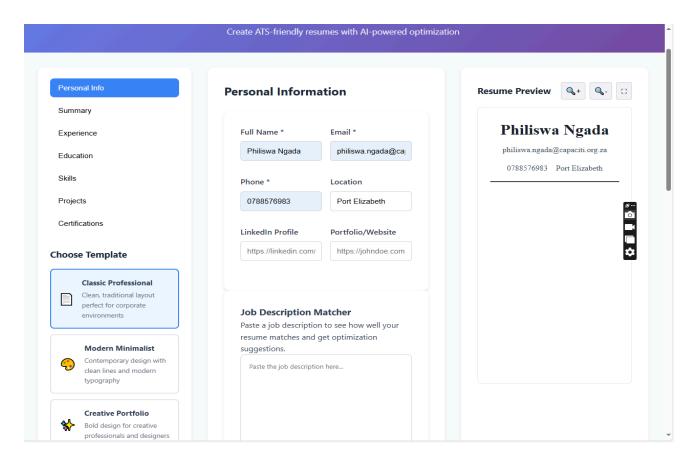Live resume preview
Updates automatically as you type

Application Overview

Main Features
- Real-time Preview: See your resume update as you type
- Multiple Templates: Choose from Classic, Modern, or Creative designs
- ATS Optimization: Check compatibility with Applicant Tracking Systems
- Job Matching: Paste job descriptions for tailored suggestions
- Export Options: Download in PDF, HTML, TXT, or JSON formats
- Auto-save: Your progress is automatically saved locally

Step-by-Step Walkthrough
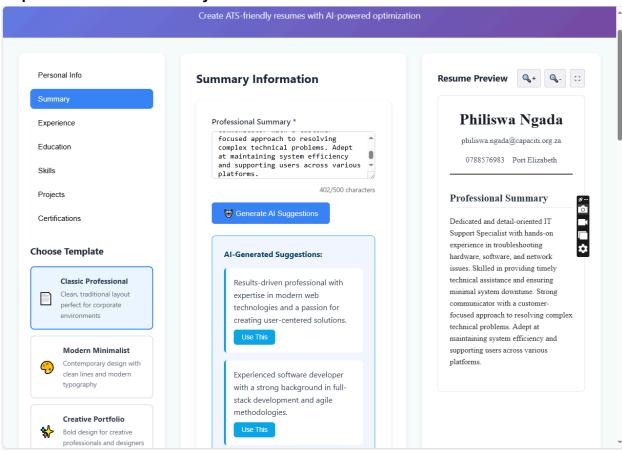Step 1: Personal Information

- Click on "Personal Info" in the sidebar
- Fill in your basic details:
- Full Name: Your complete name as you want it to appear
- Email: Professional email address
- Phone: Contact number with country code
- Location: City, State/Country
- LinkedIn: Your LinkedIn profile URL (optional)
- Website: Personal website or portfolio (optional)

Tips:

- Use a professional email address
- Include your location for local job opportunities
- LinkedIn profiles increase credibility

Step 2: Professional Summary
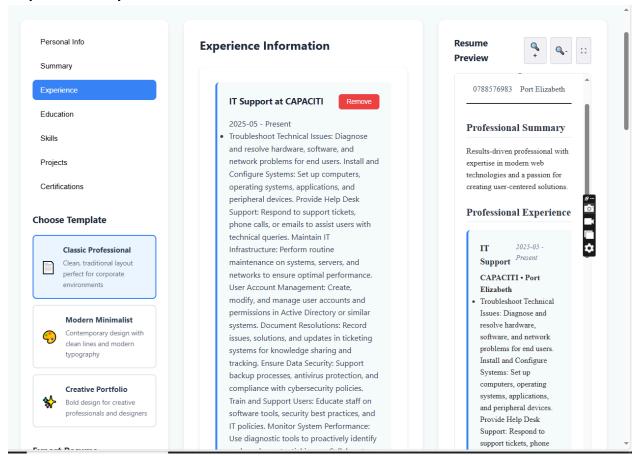

- Navigate to "Summary" section
- Write a compelling 2-3 sentence professional summary
- Use the "Get AI Suggestions" button for inspiration
- Focus on your key strengths and career objectives

AI Suggestions Feature:

- Click the lightbulb icon for smart recommendations
- Suggestions are based on common industry practices
- Customize the suggestions to match your experience

Step 3: Work Experience

- Go to "Experience" section
- Click "Add Experience" to create your first entry

Fill in the details:

- Job Title: Your position title
- Company: Organization name
- Start/End Date: Use MM/YYYY format
- Location: City, State/Country
- Responsibilities: Bullet points of your key achievements

Best Practices:

- Start each bullet point with action verbs
- Include quantifiable results (numbers, percentages)
- Focus on achievements, not just duties
- Use the present tense for current positions

Step 4: Education

- Select "Education" from the sidebar

Add your educational background:

- Degree: Type of degree (Bachelor's, Master's, etc.)
- Field of Study: Your major or specialization
- Institution: School/University name
- Graduation Date: Month/Year format
- GPA: Include if 3.5 or higher (optional)

Relevant Coursework: Key courses related to your field

Step 5: Skills

- Navigate to "Skills" section

Organize skills by category:

- Technical Skills: Software, programming languages
- Soft Skills: Communication, leadership, teamwork
- Tools: Industry-specific tools and platforms
- Languages: Foreign languages with proficiency levels
- Frameworks: Programming frameworks and libraries
- Skill Management:

- Add skills using the input field
- Select appropriate categories
- Set proficiency levels (Beginner, Intermediate, Advanced, Expert)
- Use the suggestions feature for relevant skills

Step 6: Projects (Optional)

- Click on "Projects" in the sidebar

Add significant projects:
- Project Name: Clear, descriptive title
- Description: Brief overview of the project
- Technologies: Tech stack used
- Links: GitHub repository, live demo, etc.
- Duration: Project timeline

Step 7: Certifications (Optional)

Certifications

Choose Template

Classic Professional
Clean, traditional layout perfect for corporate environments

Modern Minimalist
Contemporary design with clean lines and modern typography

Creative Portfolio
Bold design for creative professionals and designers

Export Resume

Export as PDF

Export as HTML

Export as Text

Export Data (JSON)

ATS Score

experience (numbers, percentages, metrics)

- 💡 Consider adding more relevant skills (aim for 8-12 skills)

🔄 Re-analyze Resume

ATS Best Practices:

- Use standard fonts (Arial, Calibri, Times New Roman)
- Avoid images, graphics, and complex formatting
- Include relevant keywords from job descriptions
- Use standard section headings
- Save in common formats (PDF, DOCX)

- Go to "Certifications" section

Add professional certifications:

- Certification Name: Full title
- Issuing Organization: Certifying body
- Issue Date: When you received it
- Expiration Date: If applicable
- Credential ID: For verification

Advanced Features

Template Selection

Classic Professional		
Clean, traditional layout perfect for corporate environments		

ATS Score

results to your experience (numbers, percentages, metrics)

- 💡 Consider adding more relevant skills (aim for 8-12 skills)

Modern Minimalist

Contemporary design with clean lines and modern typography

Creative Portfolio
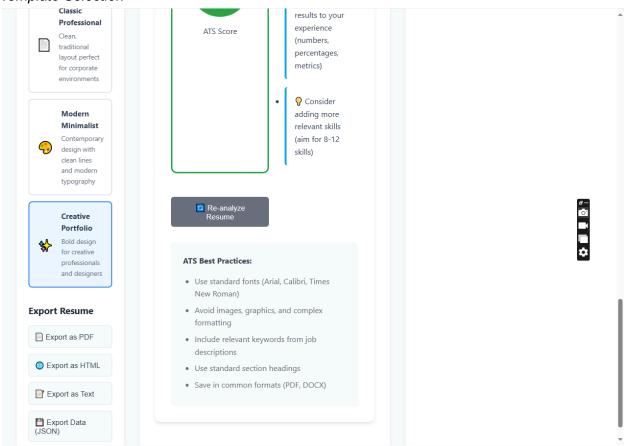
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Export Resume

- 📄 Export as PDF
- 🌐 Export as HTML
- 📝 Export as Text
- 💾 Export Data (JSON)

Classic Template:
Traditional single-column layout
Professional typography
Best for corporate environments

Modern Template:
Two-column sidebar design
Visual skill indicators
Ideal for tech and contemporary industries

Creative Template:
Colorful and dynamic design
Timeline-based experience display
Perfect for creative professionals

ATS Checker

How to Use:

- Scroll down to the ATS Checker section
- Click "Analyze Resume"
- Review your ATS score (0-100)
- Check feedback and suggestions
- Implement recommended improvements

Common ATS Recommendations:

- Include more relevant keywords
- Use consistent date formatting
- Add quantifiable achievements
- Ensure all required sections are complete

Job Matching Tool

Personal Info

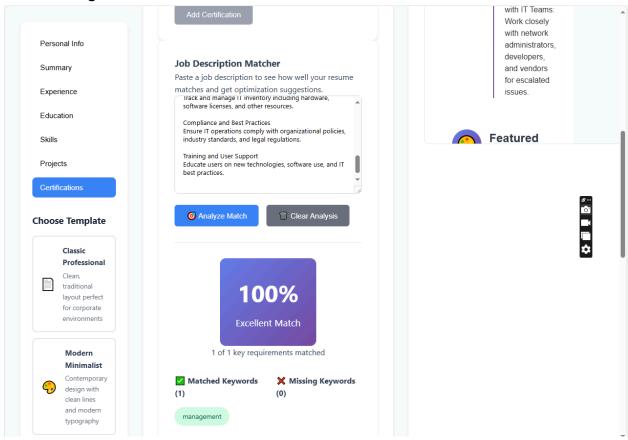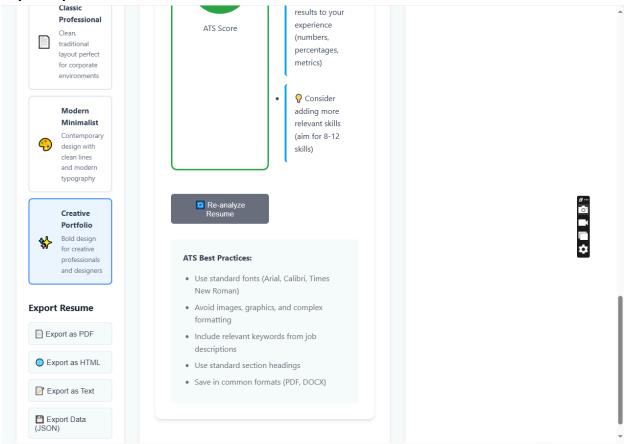Summary

Experience

Education

Skills

Projects

Certifications

Choose Template

Classic Professional

Clean, traditional layout perfect for corporate environments

Modern Minimalist

Contemporary design with clean lines and modern typography

Add Certification

Job Description Matcher

Paste a job description to see how well your resume matches and get optimization suggestions.

Track and manage IT inventory including hardware, software licenses, and other resources.

Compliance and Best Practices
Ensure IT operations comply with organizational policies, industry standards, and legal regulations.

Training and User Support
Educate users on new technologies, software use, and IT best practices.

🎯 Analyze Match   🗑 Clear Analysis

100%

Excellent Match

1 of 1 key requirements matched

✅ **Matched Keywords (1)**   ❌ **Missing Keywords (0)**

management

with IT Teams: Work closely with network administrators, developers, and vendors for escalated issues.

Featured

Using Job Matching:

- Locate the Job Matcher section
- Paste a job description in the text area
- Click "Analyze Job Match"
- Review keyword matching results
- See optimization suggestions
- Update your resume based on recommendations

Export Options

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Clean, traditional layout perfect for corporate environments

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Contemporary design with clean lines and modern typography

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Bold design for creative professionals and designers

Export Resume

- Export as PDF
- Export as HTML
- Export as Text
- Export Data (JSON)

ATS Score

results to your experience (numbers, percentages, metrics)

- 💡 Consider adding more relevant skills (aim for 8-12 skills)

Re-analyze Resume

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- Save in common formats (PDF, DOCX)

PDF Export:

- Professional print-ready format
- Uses browser's print functionality
- Best for job applications

HTML Export:

- Standalone web page
- Preserves formatting and styling
- Good for online portfolios

TXT Export:

- Plain text format
- ATS-friendly for online applications
- Includes all content without formatting

JSON Export:

- Structured data format
- For backup and data portability
- Can be re-imported later

How to Export:
- Complete your resume
- Choose your preferred template
- Click the export button for your desired format
- Follow browser prompts to save the file

Tips and Best Practices

Content Guidelines

Professional Summary:
- Keep it concise (2-3 sentences)
- Highlight your unique value proposition
- Include years of experience
- Mention key skills and achievements

Experience Section:
- Use action verbs (achieved, developed, implemented)
- Include specific metrics and results
- Show progression in your career
- Focus on relevant experience

Skills Section:
- Include both hard and soft skills
- Prioritize relevant skills for your target role
- Be honest about proficiency levels
- Include industry-specific keywords
- Formatting Best Practices

Consistency:
- Use the same date format throughout
- Maintain consistent bullet point styles
- Keep formatting uniform across sections

Length:
- Aim for 1-2 pages maximum
- Prioritize recent and relevant experience
- Use concise, impactful language

Keywords:
- Include industry-specific terms
- Use keywords from job descriptions
- Avoid keyword stuffing
- Use natural language

Getting Help
If you encounter issues:

- Check the troubleshooting section in the setup guide
- Use browser developer tools to identify errors
- Clear browser cache if the app behaves unexpectedly
- Try a different browser if problems persist

Remember: Your resume is saved automatically in your browser's local storage, so you can return to edit it anytime!