

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

Create ATS-friendly resumes with AI-powered optimization

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

Creative Portfolio

Bold design for creative professionals and designers

Personal Information

Full Name *

Philiswa Ngada

Email *

philiswa.ngada@capaciti.org.za

Phone *

0788576983

Location

Port Elizabeth

LinkedIn Profile

https://linkedin.com/

Portfolio/Website

https://johndoe.com

Job Description Matcher

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

Paste the job description here...

Resume Preview

Philiswa Ngada

philiswa.ngada@capaciti.org.za

0788576983 Port Elizabeth

- 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

Create ATS-friendly resumes with AI-powered optimization

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Summary Information

Professional Summary *

focused approach to resolving complex technical problems. Adept at maintaining system efficiency and supporting users across various platforms.

402/500 characters

Generate AI Suggestions

AI-Generated Suggestions:

Results-driven professional with expertise in modern web technologies and a passion for creating user-centered solutions.

Use This

Experienced software developer with a strong background in full-stack development and agile methodologies.

Use This

Resume Preview

Philiswa Ngada

philiswa.ngada@capaciti.org.za

0788576983 Port Elizabeth

Professional Summary

Dedicated and detail-oriented IT Support Specialist with hands-on experience in troubleshooting hardware, software, and network issues. Skilled in providing timely technical assistance and ensuring minimal system downtime. Strong communicator with a customer-focused approach to resolving complex technical problems. Adept at maintaining system efficiency and supporting users across various platforms.

- 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

The screenshot displays a resume builder interface. On the left, a sidebar contains navigation tabs: Personal Info, Summary, Experience (highlighted in blue), Education, Skills, Projects, and Certifications. Below these tabs is a 'Choose Template' section with three options: 'Classic Professional' (Clean, traditional layout), 'Modern Minimalist' (Contemporary design), and 'Creative Portfolio' (Bold design). The main workspace is titled 'Experience Information' and contains a single entry for 'IT Support at CAPACITI' with a 'Remove' button. The entry details include the dates '2025-05 - Present' and a list of responsibilities: Troubleshoot Technical Issues, Configure Systems, User Account Management, Document Resolutions, Ensure Data Security, Train and Support Users, and Monitor System Performance. On the right, a 'Resume Preview' shows the final layout, including contact information (0788576983, Port Elizabeth) and sections for 'Professional Summary' and 'Professional 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

The screenshot displays a resume builder interface with a sidebar on the left, a central form area, and a preview on the right. The sidebar includes links for Personal Info, Summary, Experience, Education (highlighted), Skills, Projects, and Certifications. Below these is a 'Choose Template' section with three options: 'Classic Professional' (Clean, traditional layout perfect for corporate environments), 'Modern Minimalist' (Contemporary design with clean lines and modern typography), and 'Creative Portfolio' (Bold design for creative professionals and designers). The central form area has a header showing 'Walter Sisulu University', 'Graduated: 2023-09', and 'GPA: 3.4'. Below this is an 'Add Education' section with fields for Institution * (University Name), Degree * (Select Degree), Field of Study (Computer Science), Graduation Date (Month/Year format), GPA (Optional) (3.8/4.0), and Honors/Awards (Magna Cum Laude, C). An 'Add Education' button is at the bottom. A 'Job Description Matcher' section is also present, prompting the user to paste a job description. The right preview shows a resume template with the Education section highlighted, displaying the entered information: Bachelor's Degree in Statistics, Walter Sisulu University, GPA: 3.4.

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

Creative Portfolio
Bold design for creative professionals and designers

Walter Sisulu University
Graduated: 2023-09
GPA: 3.4

Add Education

Institution *
University Name

Degree *
Select Degree

Field of Study
Computer Science,

Graduation Date

GPA (Optional)
3.8/4.0

Honors/Awards
Magna Cum Laude, C

Add Education

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

Paste the job description here...

Education

Bachelor's Degree in Statistics
2023-09
Walter Sisulu University
GPA: 3.4

- 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

The screenshot displays a resume builder interface with a sidebar on the left containing navigation links: Personal Info, Summary, Experience, Education, Skills (highlighted in blue), Projects, and Certifications. Below these links is a 'Choose Template' section with three options: 'Classic Professional' (Clean, traditional layout perfect for corporate environments), 'Modern Minimalist' (Contemporary design with clean lines and modern typography), and 'Creative Portfolio' (Bold design for creative professionals and designers). The main content area is divided into two columns. The left column lists skills with dropdown menus and red 'X' icons: JavaScript, Python, React, Node.js, Git, and Tableau. Below this is an 'Add Skills' section with a 'Category' dropdown set to 'Technical Skills' and a 'Skill Name' input field. A 'Popular Technical Skills' section offers buttons for + JavaScript, + Python, + React, + Node.js, + SQL, + Git, and + AWS. The right column shows a preview of the resume, featuring a 'Education' section with a 'Bachelor's Degree in Statistics' from 'Walter Sisulu University' with a GPA of 3.4, and a 'Skills' section below it. A vertical toolbar on the far right includes icons for undo, redo, and settings.

- 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)

The screenshot displays a resume builder interface with a sidebar on the left and a main content area. The sidebar includes links for Personal Info, Summary, Experience, Education, Skills, Projects, and Certifications. The 'Projects' link is highlighted. Below the sidebar, there are three resume templates: 'Classic Professional' (Clean, traditional layout), 'Modern Minimalist' (Contemporary design), and 'Creative Portfolio' (Bold design). The main content area shows a 'Job Description Matcher' section with a text input field and buttons for 'Analyze Match' and 'Clear Analysis'. Below this, a large purple box displays 'NaN%' and 'Poor Match'. To the right, there is a 'Custom Content Generator' section with tabs for 'Git' and 'Tableau', and a list of technologies: 'VS Code', 'Python', and 'Hugging Face'. A vertical toolbar on the far right contains icons for various functions.

- 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

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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)

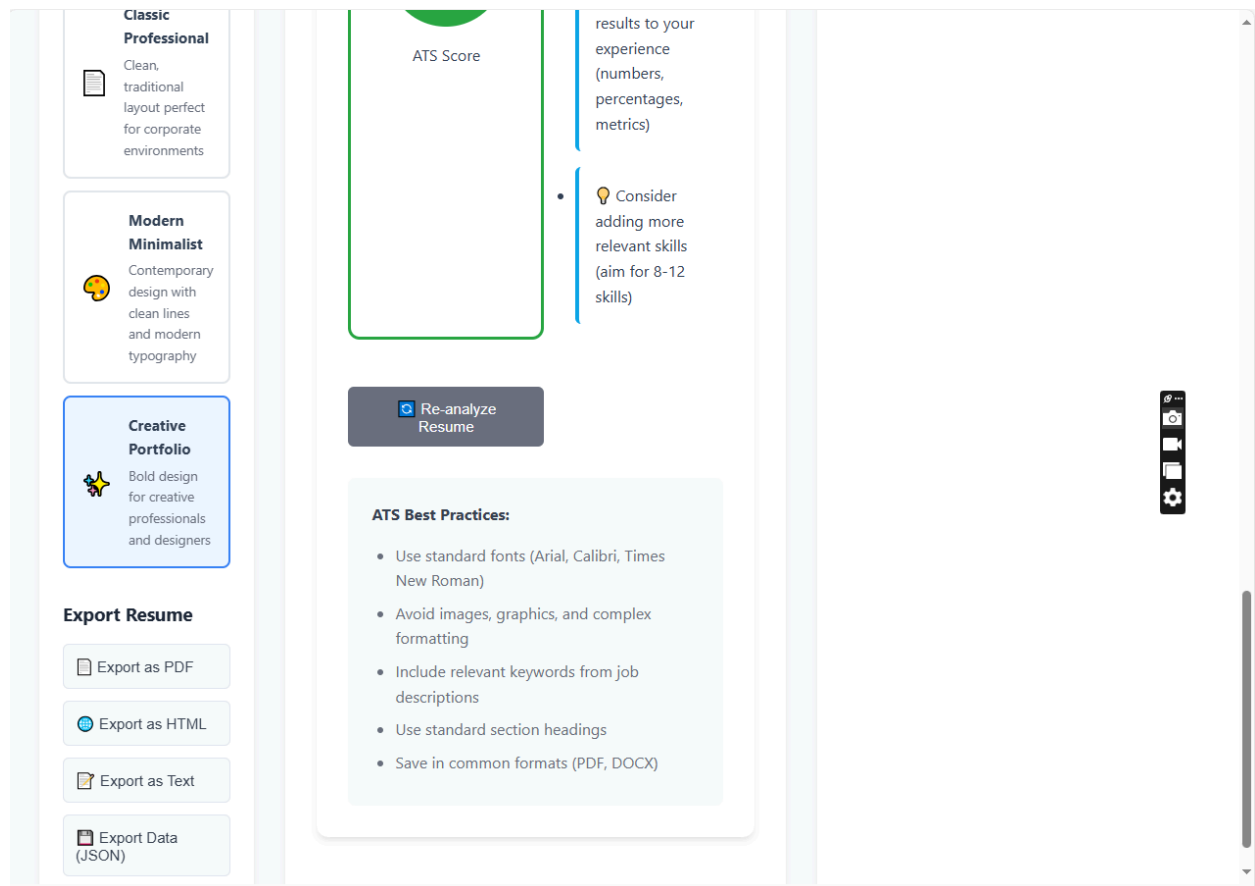
- Go to "Certifications" section

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 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

The screenshot displays the 'ATS Checker' interface. On the left, a sidebar contains navigation links for 'Experience', 'Education', 'Skills', 'Projects', and 'Certifications' (highlighted in blue). Below these is a 'Choose Template' section with three options: 'Classic Professional' (Clean, traditional layout), 'Modern Minimalist' (Contemporary design), and 'Creative Portfolio' (Bold design). The main content area is titled 'ATS Compatibility Checker' and features a large green circle with the number '100' and the letter 'A', indicating the 'ATS Score'. To the right of the score, under 'Improvement Suggestions', are two bullet points: 'Add quantifiable results to your experience (numbers, percentages, metrics)' and 'Consider adding more relevant skills (aim for 8-12 skills)'. Below the score is a 'Re-analyze Resume' button. At the bottom, an 'ATS Best Practices' section lists 'Use standard fonts (Arial, Calibri, Times)'. A vertical toolbar on the right side of the interface includes icons for a camera, video, document, and settings.

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

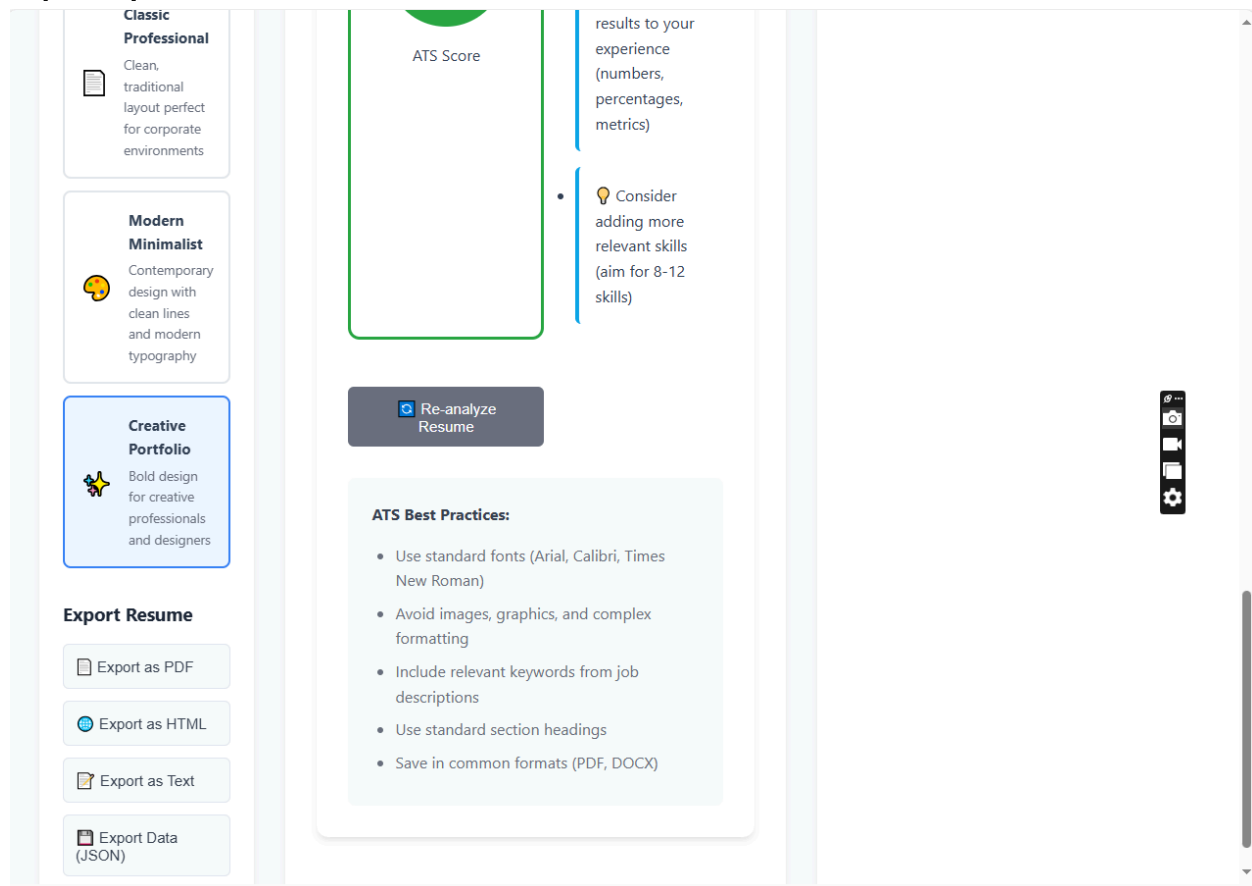
with IT Teams:
Work closely with network administrators, developers, and vendors for escalated issues.

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



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!