



Polytechnic University of Puerto Rico

Electrical & Computer Engineering and Computer Science Department



User Manual

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Application Overview

Resume Builder is an easy-to-use web application that helps you create a polished, professional resume in the blink of an eye. Whether you're a student, a job seeker, or a professional, this app simplifies the process step-by-step.

🔑 Key Features

- 🎯 Select your job type and education level
 - 📝 Fill out guided resume sections (with helpful tips!)
 - 🎨 Choose a template tailored to your field
 - 🖨️ Download your resume as a clean, professional PDF
 - 📚 Learn what to include in each section, as you go
-

Getting Started

💻 System Requirements

- 🌐 Works on any modern browser (Chrome, Safari, Firefox, Edge)
- 📶 Internet connection required
- 📱 Optimized for desktop, tablet, and mobile

 **Main Screens** **Sign Up Page**

Create your Resume Builder account to get started.

 **Fields:**

- **Email:** Use a valid and accessible email address
- **First Name**
- **Middle Name (optional)**
- **Last Name:**
- **Password:** Must be at least 8 characters long
- **Confirm Password:** Re-type your password to avoid mistakes

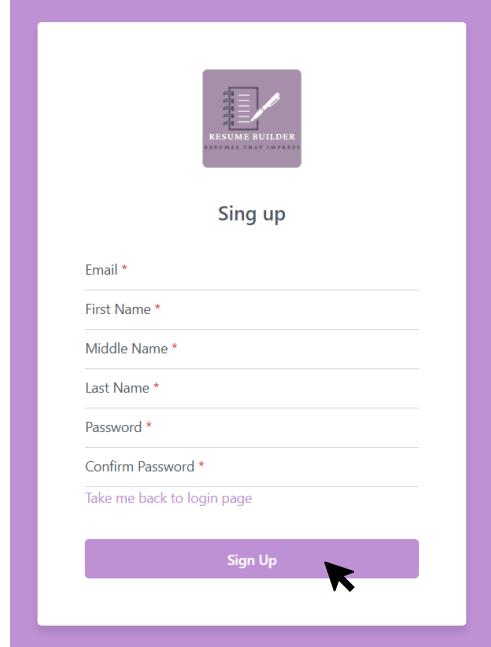


Figure 1: Sing up page

 **Password Tip (2025 Standards):**

Use a passphrase that's easy to remember but hard to guess—ideally 12+ characters mixing uppercase, lowercase, numbers, and symbols.

- 💡 Avoid patterns like “Password123!” or personal info.
- ✓ Example: Blue!Tiger*Rodeo88

Once all fields are filled in, click **Sign Up** to proceed to your personal dashboard.

Log In Page

Returning users can sign in to access their resume dashboard and previously saved resumes.

Fields:

- **Username:** The name used during registration
- **Password:** Your secure password

Other options:

Remember Me: Keeps you signed in on the current device

Forgot Password?: Use this link to reset your credentials if needed

Don't have an account? Click Sign Up to create one

Login Tip:

Always log in from a secure network. Avoid using public Wi-Fi to keep your credentials safe from interception.

Figure 2: Log in page

New Client Home Page

After successfully signing up, new users are greeted with a streamlined dashboard designed to help them start building their resume right away.

What You'll See:

A Welcome Message encouraging you to get started

A large "Create Your Resume" button that launches the step-by-step resume builder process

A clean, minimal layout with user-friendly navigation

Figure 3: New client home page

➡ Returning Client Home Page

Returning users will see a personalized dashboard showing their progress and saved resumes.

📌 What You'll See:

- 📁 A list of previously created or saved resumes
- 📝 Options to **Edit**, **Download**, or **Delete** resumes
- ➕ A button to **Create a New Resume**
- ⌚ Timestamps showing the last time each resume was modified

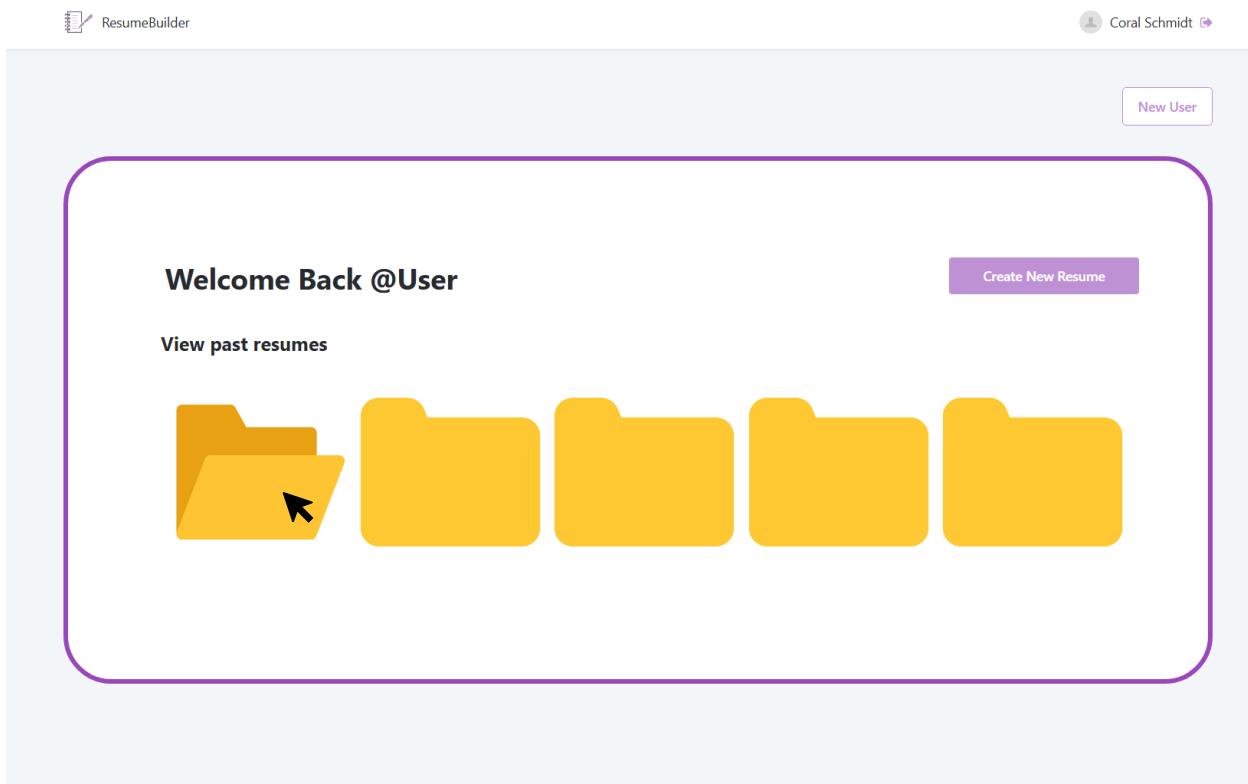


Figure 4: Returning client home page

💡 Tip: Use the edit option to keep your resume current for each new opportunity.

Resume Builder Page

This is where users create their resume in a guided, three-step process. Each step helps gather personal, educational, and professional information before selecting a resume style and downloading it.

The screenshot shows the first step of the ResumeBuilder process. At the top, there are three tabs: 'Basic Information' (selected), 'Technical Information', and 'Download'. Below the tabs, a progress bar shows 'Step 1' (Basic Information) is completed, 'Step 2' (Technical Information) is in progress, and 'Step 3' (Download) is pending. A purple button at the top right says 'Save without downloading'. The main area is titled 'Step 1: Enter your personal information and education information'. It contains a section for choosing education level with three checkboxes: 'Are you a High School Student?' (checked), 'Are you a College Student?' (unchecked), and 'Are you a out of school?' (unchecked). A 'Next' button is at the bottom right of this section.

Figure 5: Personal & educational information: Choose your education level

Step 1: Personal & Educational Information For High School Students

You'll fill in:

Personal Info:

- Full Name (First, Middle, Last)
- Email Address
- Date of Birth (optional)
- Physical Address
- LinkedIn Profile (optional)

The screenshot shows the 'Step 1: Enter your personal information and education information' form. At the top, there are three tabs: 'Basic Information' (selected), 'Technical Information', and 'Download'. Below the tabs, a progress bar shows 'Step 1' (Basic Information) is completed, 'Step 2' (Technical Information) is in progress, and 'Step 3' (Download) is pending. A purple button at the top right says 'Save without downloading'. The main area is titled 'Step 1: Enter your personal information and education information'. It contains sections for basic information, education information, and other details. Under 'Personal Information', there are fields for First Name, Last Name, Middle Name, Email, Phone Number, Birth Date, Address, and LinkedIn Profile. Under 'Education Information', there are fields for Institution Name, Start Date, End Date, Expected Graduation, Year Name, GPA, Honors, and Location. There are also sections for 'What is the name of your Resume?' and 'Enter the name you would like your resume to have'.

Figure 6: Personal & educational information: Student

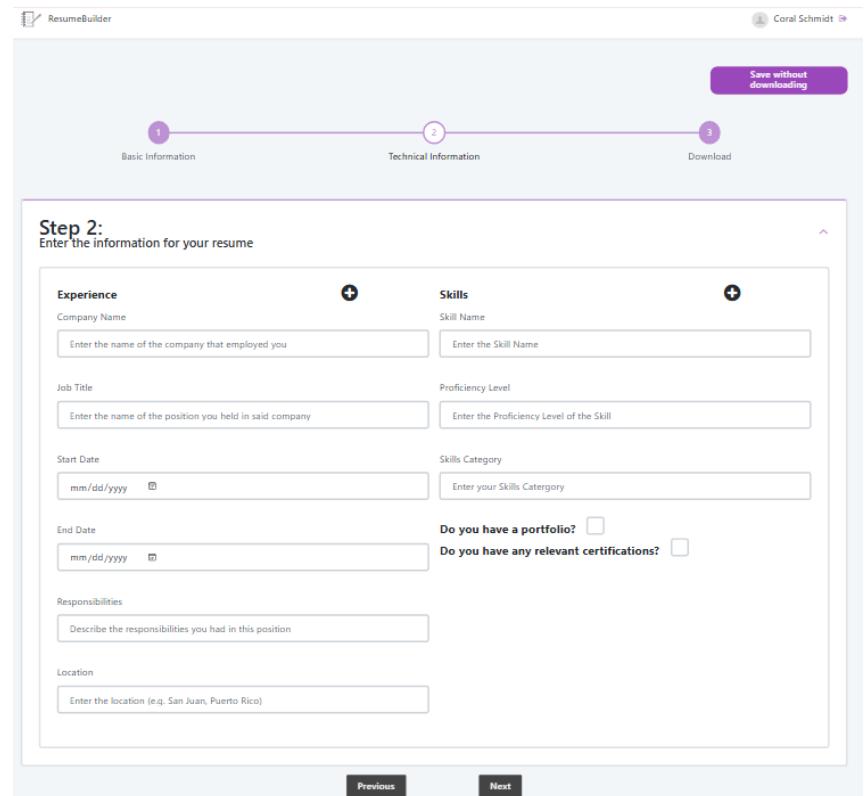
Pro Tip: Add your LinkedIn only if it's updated and matches your resume. Keep formatting clean and dates accurate.

Step 2: Work Experience For High School Students

 You'll fill in

Job Info:

- Job Title (e.g., Babysitter, Cashier, Camp Assistant)
- Company or Organization Name
- Location (City, State)
- Start and End Dates (Month/Year)
- Responsibilities / Duties (short bullet points)
- Type (Part-Time, Internship, Volunteer)



The screenshot shows the 'ResumeBuilder' software interface. At the top, there's a navigation bar with a user profile for 'Coral Schmidt' and options to 'Save without downloading' or 'Download'. Below the navigation is a progress bar with three steps: 'Basic Information' (step 1), 'Technical Information' (step 2, which is currently active), and 'Download' (step 3). The main area is titled 'Step 2: Enter the information for your resume'. It has two main sections: 'Experience' and 'Skills'. The 'Experience' section contains fields for 'Company Name' (with placeholder 'Enter the name of the company that employed you'), 'Job Title' (placeholder 'Enter the name of the position you held in said company'), 'Start Date' (placeholder 'mm/dd/yyyy'), 'End Date' (placeholder 'mm/dd/yyyy'), 'Responsibilities' (placeholder 'Describe the responsibilities you had in this position'), and 'Location' (placeholder 'Enter the location (e.g. San Juan, Puerto Rico)'). The 'Skills' section contains fields for 'Skill Name' (placeholder 'Enter the Skill Name') and 'Proficiency Level' (placeholder 'Enter the Proficiency Level of the Skill'). There are also checkboxes for 'Do you have a portfolio?' and 'Do you have any relevant certifications?'. At the bottom of the form are 'Previous' and 'Next' buttons.

Figure 7: Experience & skills: Student

 **Pro Tip:** It's okay if it's not a "real job." Volunteering, tutoring, or family work still count!

🎓 Step 1: Personal & Educational Information For College Students

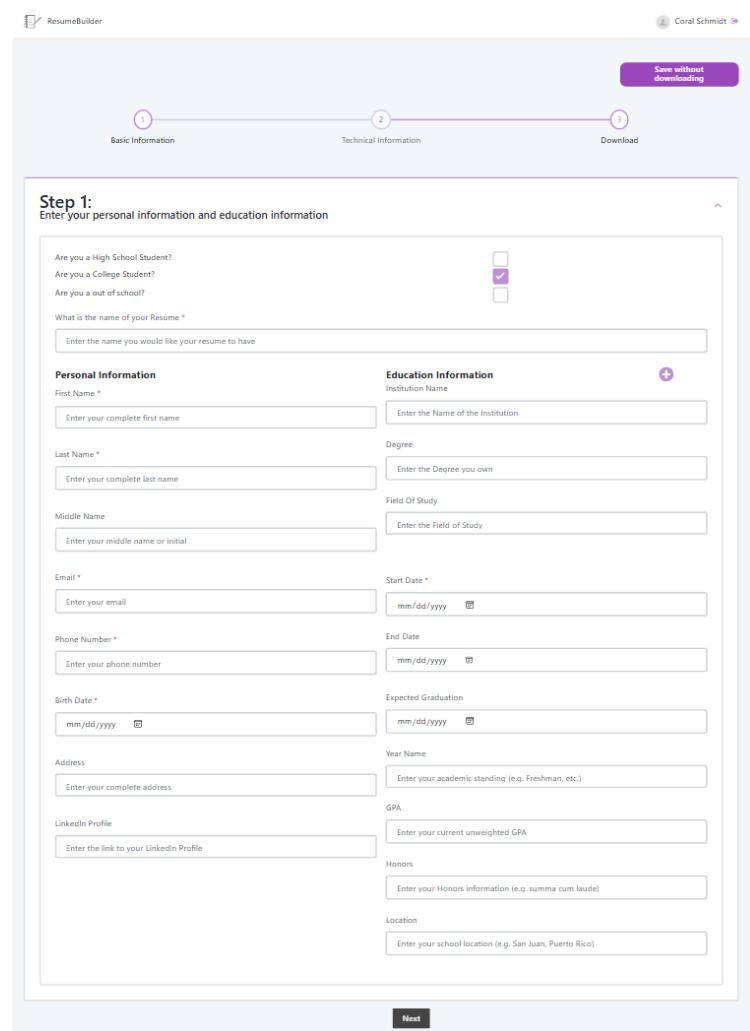
📌 You'll fill in:

🎓 Personal Info:

- Full Name (First, Middle, Last)
- Email Address
- Date of Birth (optional)
- Physical Address
- LinkedIn Profile (optional)

🎓 Education Info:

- College/University Name
- Degree & Field of Study
- Start and Expected Graduation Date
- Current Year (e.g., Sophomore, Senior)
- GPA (optional)
- Clubs / Organizations
- School Location



The screenshot shows the 'ResumeBuilder' software interface. At the top, there's a navigation bar with a logo, the user's name 'Coral Schmidt', and a 'Save without downloading' button. Below the navigation is a progress bar with three steps: 'Basic Information' (step 1), 'Technical Information' (step 2), and 'Download' (step 3). The main area is titled 'Step 1: Enter your personal information and education information'. It contains several sections for inputting personal and educational details. For example, under 'Personal Information', there are fields for First Name, Last Name, Middle Name, Email, Phone Number, Birth Date, Address, LinkedIn Profile, and Honors. Under 'Education Information', there are fields for Institution Name, Degree, Field Of Study, Start Date, End Date, Expected Graduation, Year Name, GPA, and Location. There are also checkboxes for High School Student, College Student, and Out of School status, and a field for Resume Name.

Figure 8: Personal & educational information: College

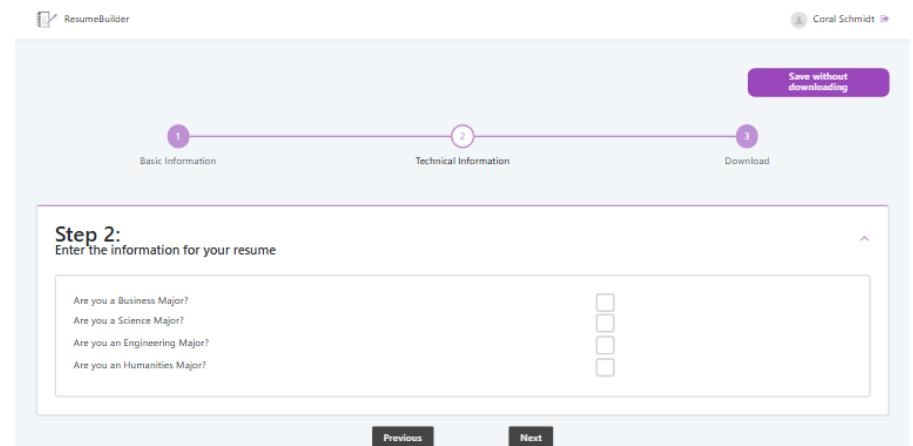
💡 Pro Tip: List any notable coursework, awards, or organizations that help show your strengths and interests. Keep it clean and relevant.

🎓 Step 2: Work Experience For College Students

💡 Department Selection:

Choose the department that best aligns with your major or interest:

- Business
- Science
- Engineering
- Humanities



Step 2:
Enter the information for your resume

Are you a Business Major?

Are you a Science Major?

Are you an Engineering Major?

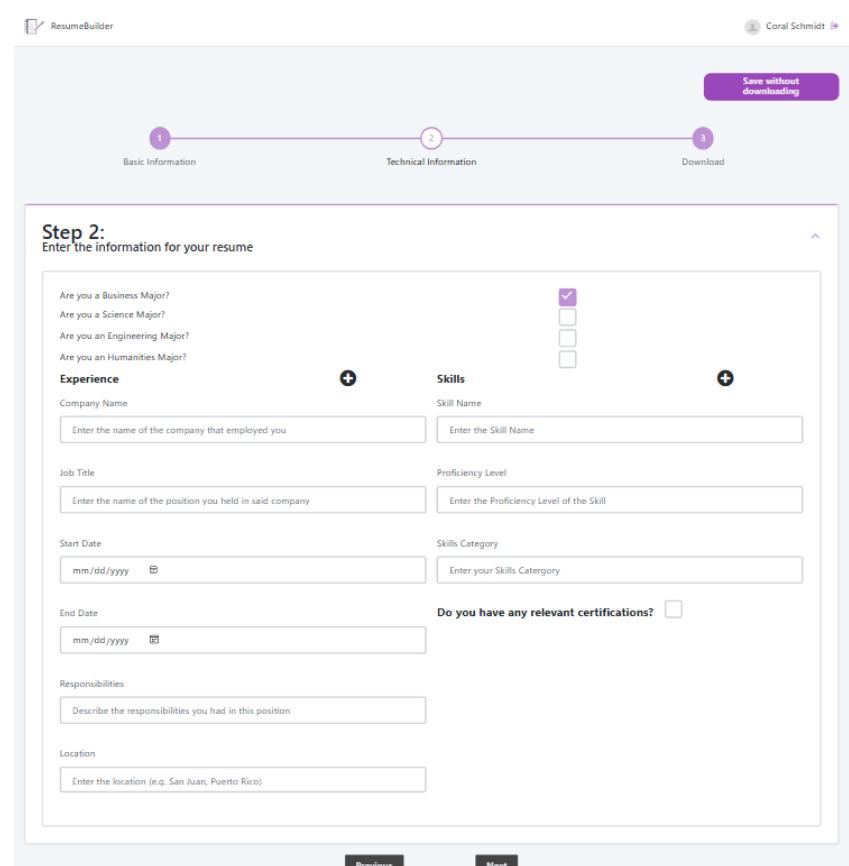
Are you an Humanities Major?

Figure 9: Choose your department: College

📌 You'll fill in:

💼 Job Info:

- Job Title (e.g., Intern, Research Assistant, Cashier)
- Company or Organization Name
- Location (City, State)
- Start and End Dates (Month/Year)
- Responsibilities / Duties (short bullet points)
- Type (Part-Time, Internship, Volunteer)



Step 2:
Enter the information for your resume

Are you a Business Major?

Experience

Company Name: Enter the name of the company that employed you

Job Title: Enter the name of the position you held in said company

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Responsibilities: Describe the responsibilities you had in this position

Location: Enter the location (e.g. San Juan, Puerto Rico)

Skills

Skill Name: Enter the Skill Name

Proficiency Level: Enter the Proficiency Level of the Skill

Skills Category: Enter your Skills Category

Do you have any relevant certifications?

Figure 10: Choose your department: College: Business

💡 Pro Tip: Show how your experience ties into your academic goals. Even non-professional roles (like volunteer work) count and tell your story.

Portfolio Requirement:

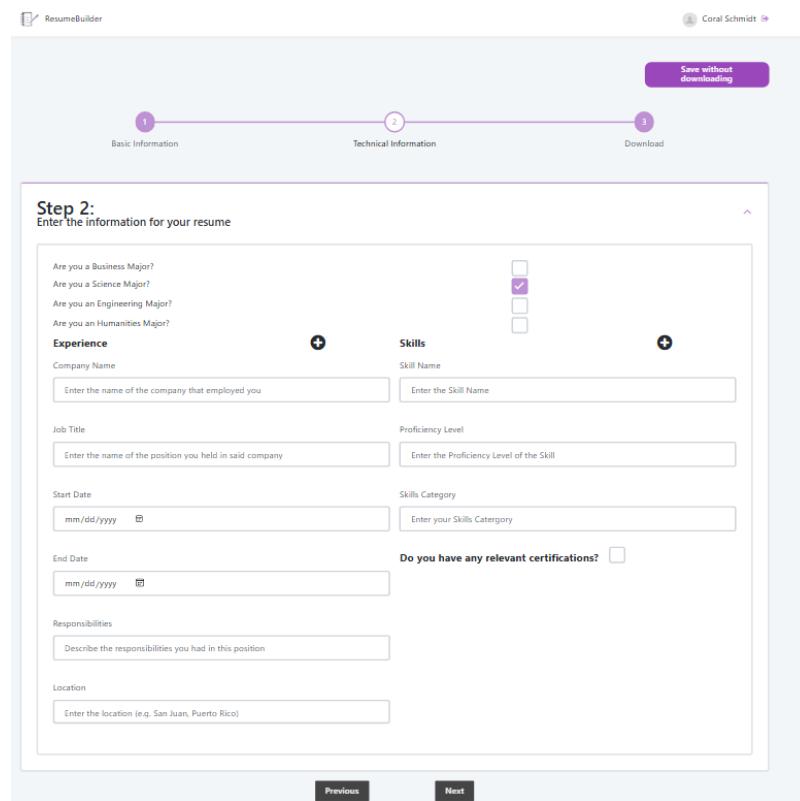
Depending on the department you select, an optional Portfolio Upload section may appear.

 Business students do not need to submit a portfolio.

 Engineering and Science students will be prompted to upload relevant files such as projects or designs.

 Humanities students may be asked to upload writing samples or creative work.

 **Pro Tip:** If you're asked to upload a portfolio, choose work that supports your future job goals—capstone projects, lab reports, writing samples, or designs.



Step 2:
Enter the information for your resume

Are you a Business Major?
 Are you a Science Major?
 Are you an Engineering Major?
 Are you a Humanities Major?

Experience

Company Name Enter the name of the company that employed you

Job Title Enter the name of the position you held in said company

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Responsibilities Describe the responsibilities you had in this position

Location Enter the location (e.g. San Juan, Puerto Rico)

Skills

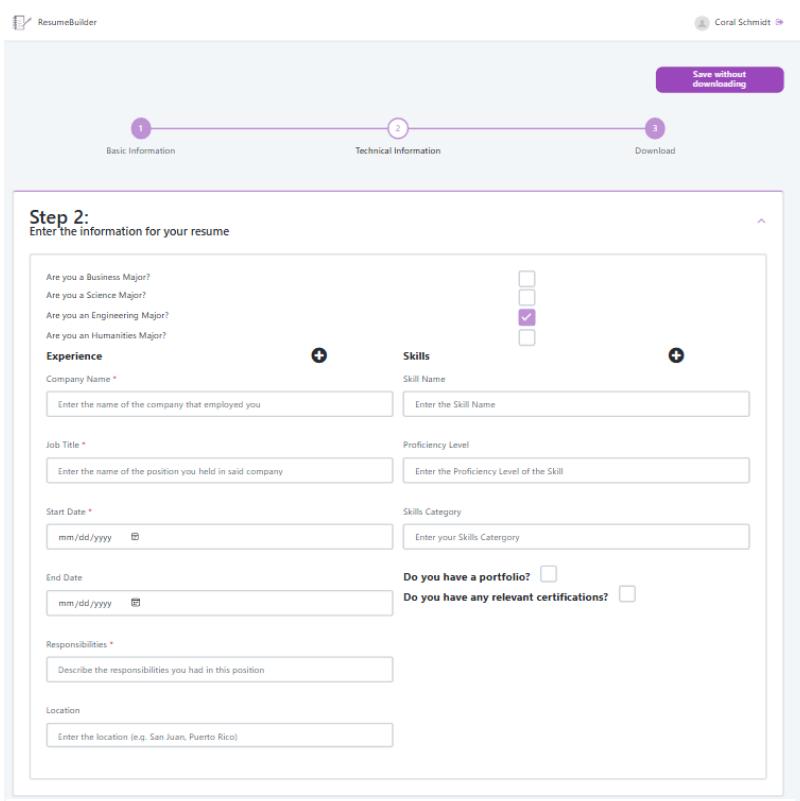
Skill Name Enter the Skill Name

Proficiency Level Enter the Proficiency Level of the Skill

Skills Category Enter your Skills Category

Do you have any relevant certifications?

Figure 11: Choose your department: College: Science



Step 2:
Enter the information for your resume

Are you a Business Major?
 Are you a Science Major?
 Are you an Engineering Major?
 Are you a Humanities Major?

Experience

Company Name * Enter the name of the company that employed you

Job Title * Enter the name of the position you held in said company

Start Date * mm/dd/yyyy

End Date mm/dd/yyyy

Responsibilities * Describe the responsibilities you had in this position

Location Enter the location (e.g. San Juan, Puerto Rico)

Skills

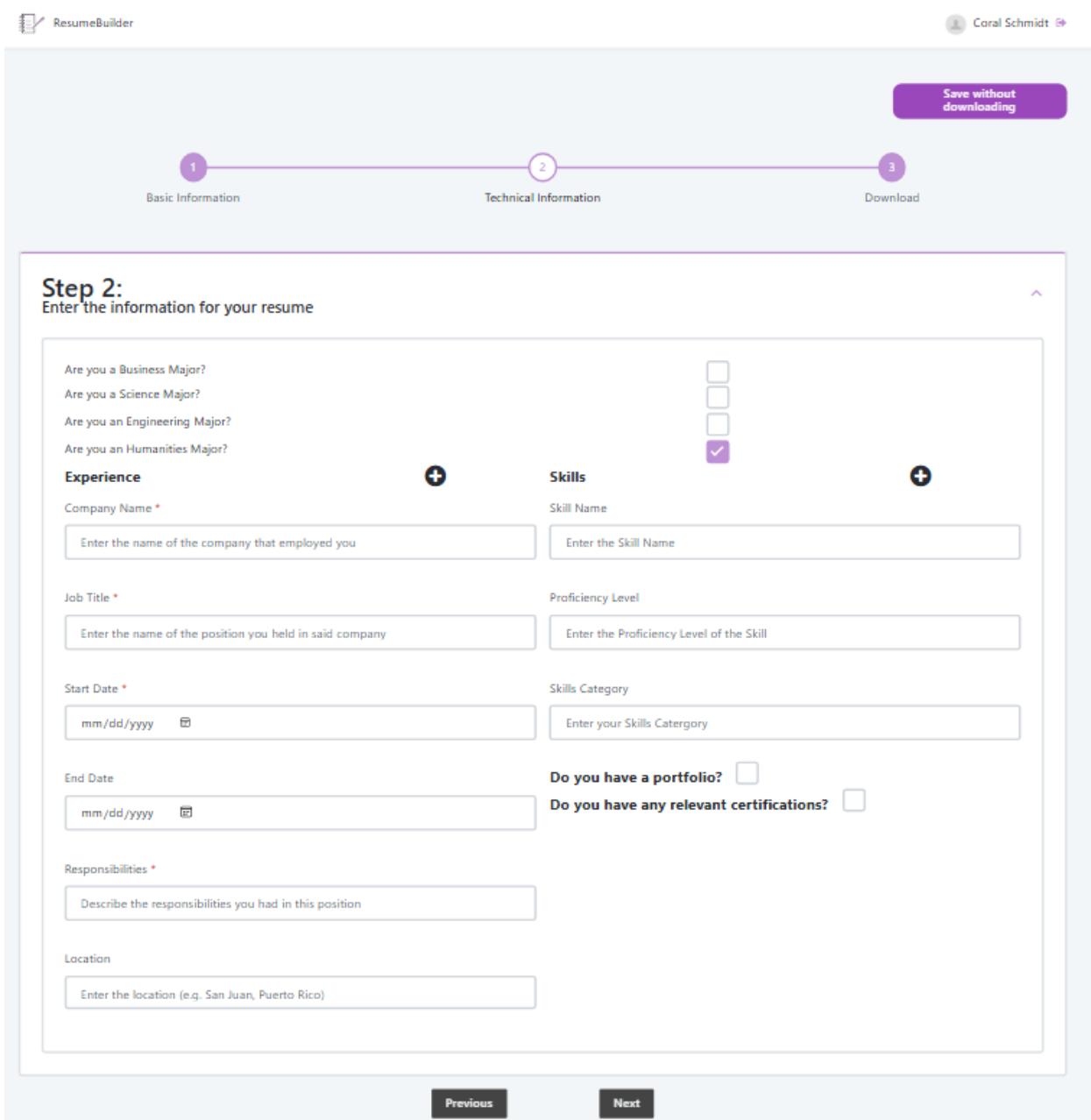
Skill Name Enter the Skill Name

Proficiency Level Enter the Proficiency Level of the Skill

Skills Category Enter your Skills Category

Do you have a portfolio? **Do you have any relevant certifications?**

Figure 12: Choose your department: College: Engineering



The screenshot shows the second step of a resume builder process. At the top, there is a navigation bar with icons for file operations (New, Open, Save, Print, etc.), a user profile for 'Coral Schmidt', and a search bar. Below the navigation is a progress bar with three steps: 'Basic Information' (Step 1), 'Technical Information' (Step 2), and 'Download' (Step 3). A purple button on the right says 'Save without downloading'. The main area is titled 'Step 2: Enter the information for your resume'. It contains several input fields and sections:

- Experience:** Includes fields for 'Company Name' (with placeholder 'Enter the name of the company that employed you'), 'Job Title' (placeholder 'Enter the name of the position you held in said company'), 'Start Date' (placeholder 'mm/dd/yyyy'), 'End Date' (placeholder 'mm/dd/yyyy'), 'Responsibilities' (placeholder 'Describe the responsibilities you had in this position'), and 'Location' (placeholder 'Enter the location (e.g. San Juan, Puerto Rico)'). Each experience section has a '+' icon to add more.
- Skills:** Includes fields for 'Skill Name' (placeholder 'Enter the Skill Name') and 'Proficiency Level' (placeholder 'Enter the Proficiency Level of the Skill'). Each skill section has a '+' icon to add more.
- Portfolio/Certifications:** Two checkboxes are present: 'Do you have a portfolio?' and 'Do you have any relevant certifications?'. Each checkbox has a corresponding empty square input field.

At the bottom of the form are 'Previous' and 'Next' buttons.

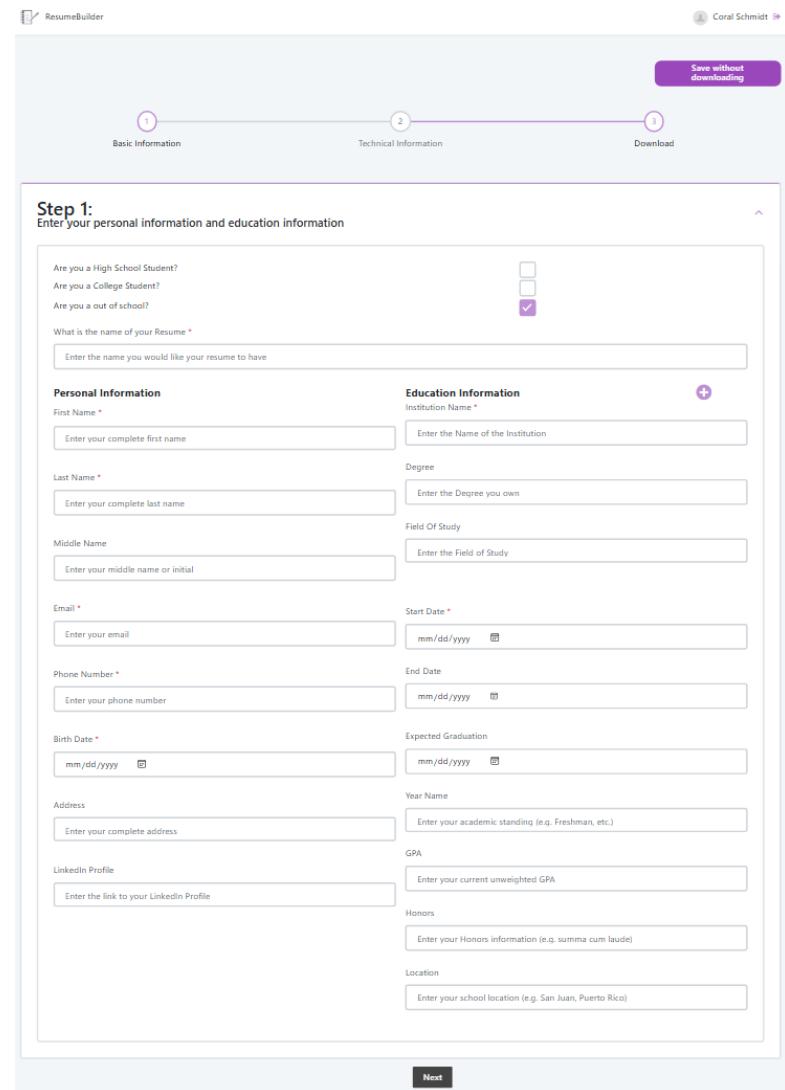
Figure 13: Choose your department: College: Humanities

Step 1: Personal & Educational Information For Out of School

📌 You'll fill in:

👤 Personal Info:

- Full Name (First, Middle, Last)
- Email Address
- Date of Birth (*optional*)
- Physical Address
- LinkedIn Profile (*optional*)



The screenshot shows the 'ResumeBuilder' software interface. At the top, there's a navigation bar with 'Coral Schmidt' and a 'Save without Downloading' button. Below the bar, a progress bar indicates 'Step 1: Basic Information' (1), 'Step 2: Technical Information' (2), and 'Step 3: Download' (3). The main area is titled 'Step 1: Enter your personal information and education information'. It contains several input fields grouped into 'Personal Information' and 'Education Information' sections. The 'Personal Information' section includes fields for First Name, Last Name, Middle Name, Email, Phone Number, Birth Date, Address, LinkedIn Profile, and Honors. The 'Education Information' section includes fields for Institution Name, Degree, Field Of Study, Start Date, End Date, Expected Graduation, Year Name, GPA, and Location. There are also checkboxes for being a High School Student, College Student, or out of school, and a field to enter the name of the resume.

Figure 14: Personal & educational information: Out of school

💡 **Pro Tip:** If it's been a while since you were in school, highlight any ongoing learning—online courses, certifications, or self-study count!

Step 2: Work Experience For Out of School

Department Selection:

Choose the department that reflects your field or area of interest:

- Business
- Science
- Engineering
- Humanities

You'll fill in:

Job Info:

- Job Title (*e.g., Technician, Customer Service Rep, Freelancer*)
- Company or Organization Name
- Location (City, State)
- Start and End Dates (*Month/Year*)
- Responsibilities / Duties (*short bullet points*)
- Type (*Full-Time, Part-Time, Freelance, Volunteer*)

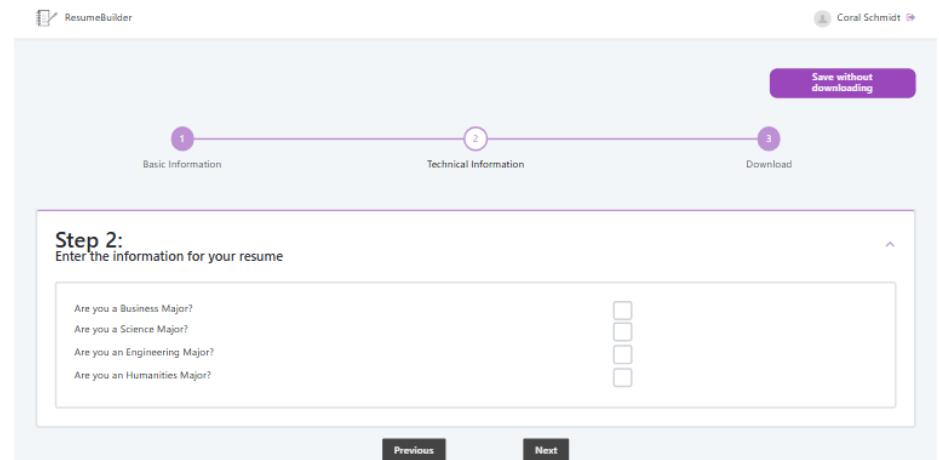


Figure 15: Choose your department: Out of school

Portfolio Requirement:

Depending on your department selection in Step 1, a **Portfolio Upload** option may appear.

 *Business users* are not required to upload a portfolio.

 *Engineering or Science professionals* can showcase past work, such as technical reports or project documentation.

 *Humanities users* may upload writing samples or other creative content.

 **Pro Tip:** Use this section to demonstrate your most relevant and recent experience. Focus on accomplishments and measurable impact.

ResumeBuilder

Coral Schmidt

Save without downloading

1 Basic Information 2 Technical Information 3 Download

Step 2:
Enter the information for your resume

Are you a Business Major?
 Are you a Science Major?
 Are you an Engineering Major?
 Are you an Humanities Major?

Experience

Company Name Enter the name of the company that employed you

Job Title Enter the name of the position you held in said company

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Responsibilities Describe the responsibilities you had in this position

Location Enter the location (e.g. San Juan, Puerto Rico)

Skills

Skill Name Enter the Skill Name

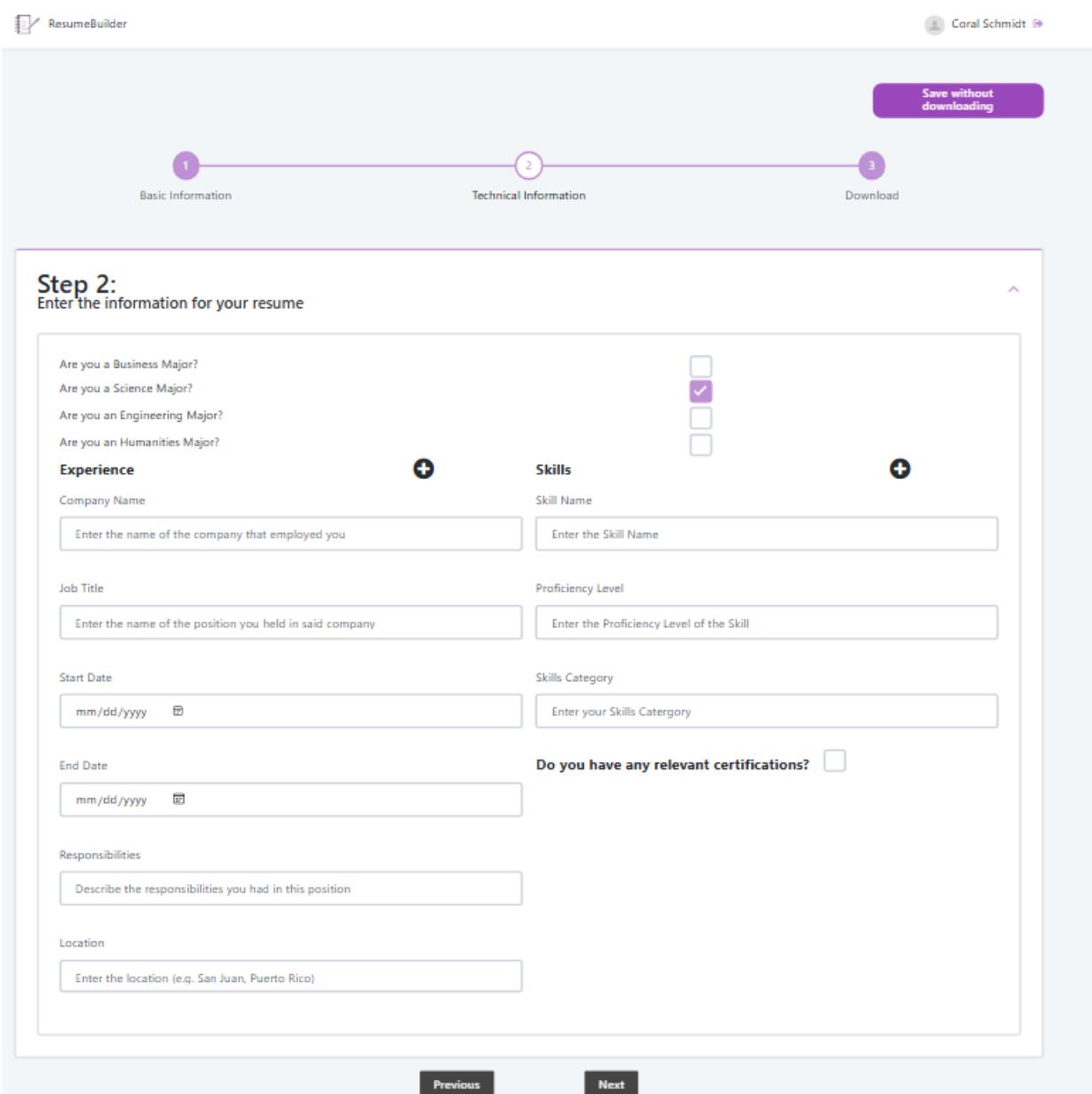
Proficiency Level Enter the Proficiency Level of the Skill

Skills Category Enter your Skills Category

Do you have any relevant certifications?

Previous Next

Figure 16: Choose your department: Out of school: Business



The screenshot shows the second step of a resume builder process. At the top, there is a navigation bar with the Polytechnic University of Puerto Rico logo, the university's name, and a user profile for "Coral Schmidt". Below the navigation bar, a progress bar indicates three steps: "Basic Information" (Step 1), "Technical Information" (Step 2), and "Download" (Step 3). A purple button on the right says "Save without downloading".

Step 2:
Enter the information for your resume

Are you a Business Major?

Are you a Science Major?

Are you an Engineering Major?

Are you an Humanities Major?

Experience

Company Name:

Job Title:

Start Date:

End Date:

Responsibilities:

Location:

Skills

Skill Name:

Proficiency Level:

Skills Category:

Do you have any relevant certifications?

Buttons at the bottom:

- Previous
- Next

Figure 17: Choose your department: Out of school: Science

ResumeBuilder
Coral Schmidt

[Save without
downloading](#)

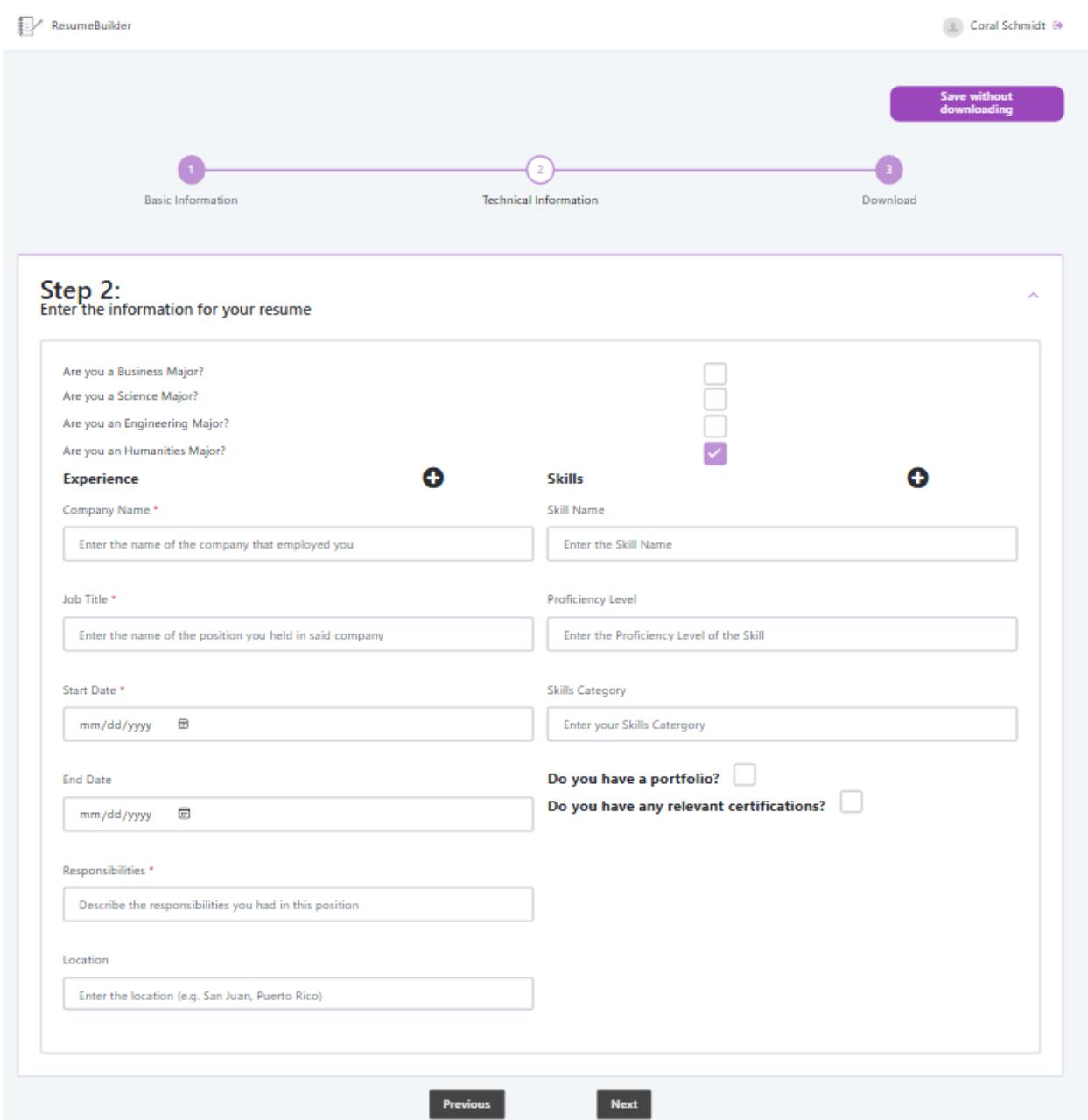
1 Basic Information
2 Technical Information
3 Download

Step 2:
Enter the information for your resume

Are you a Business Major?	<input type="checkbox"/>	Are you a Science Major?	<input type="checkbox"/>	Are you an Engineering Major?	<input checked="" type="checkbox"/>
Are you an Humanities Major?	<input type="checkbox"/>				
Experience +					
Company Name *	Skill Name				
<input type="text" value="Enter the name of the company that employed you"/>		<input type="text" value="Enter the Skill Name"/>			
Job Title *	Proficiency Level				
<input type="text" value="Enter the name of the position you held in said company"/>		<input type="text" value="Enter the Proficiency Level of the Skill"/>			
Start Date *	Skills Category				
<input style="width: 100px; height: 20px; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="mm/dd/yyyy"/> ✖	<input type="text" value="Enter your Skills Categroy"/>				
End Date	<input style="width: 100px; height: 20px; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="mm/dd/yyyy"/> ✖				
Responsibilities *					
<input type="text" value="Describe the responsibilities you had in this position"/>					
Location					
<input type="text" value="Enter the location (e.g. San Juan, Puerto Rico)"/>					

Previous
Next

Figure 18: Chose your department: Out of school: Engineering



The screenshot shows the second step of a resume builder process. At the top, there is a navigation bar with the Polytechnic University of Puerto Rico logo, the department name, and a user profile for "Coral Schmidt". Below the navigation is a progress bar with three steps: "Basic Information" (step 1), "Technical Information" (step 2), and "Download" (step 3). A purple button on the right says "Save without downloading".

Step 2:
Enter the information for your resume

Experience

Are you a Business Major?

Are you a Science Major?

Are you an Engineering Major?

Are you an Humanities Major?

Company Name *

Job Title *

Start Date *

End Date

Responsibilities *

Location

Skills

Skill Name

Proficiency Level

Skills Category

Do you have a portfolio?

Do you have any relevant certifications?

Previous **Next**

Figure 19: Choose your department: Out of school: Humanities

Step 3: Select Resume Template

Now that you've entered all your information, it's time to choose how your resume will look.

Available Templates:

-  **Default** – Simple, straight to the point, good for starting out.
 -  **Color Block Resume** – Modern, bold, best for tech roles.
 -  **Modern Hospitality Resume** – Balanced layout, great for service jobs.
 -  **Stylish Teaching Resume** – Clear and readable, ideal for education.

Click **Preview** to see the template in action

Click **Download** to save your resume as a **PDF**

Figure 20: Select resume template

 **Design Tip:** Choose a style that fits your industry. For formal roles (law, academia), go simple. For creative or tech roles, bold is okay!

ResumeBuilder

Coral Schmidt

[Save without
downloading](#)

1

Basic Information

2

Technical Information

3

Download

Step 3:

Select the style of resume you would like to download

Default

Color Block Resume

Modern Hospitality Resume

Stylish Teaching Resume

[Download](#)

[Preview](#)

[Previous](#)

Administration Page (For Authorized Users Only)

The **Administration Dashboard** is accessible only to the project creators and system admins. It offers real-time insights into resume creation activity and system usage for quality control and performance tracking.

Key Features Shown:

-  **Resumes Started:** Number of users who began the resume process
-  **Resumes Cancelled:** Number of users who exited before finishing
-  **Resumes Finished:** Completed and downloaded resumes
-  **Last Submitted Resumes:** Includes user ID, name, file type, and creation date

Troubleshooting

 Issue	 How to Fix It	 Tip
Resume won't download	<ul style="list-style-type: none"> - Make sure all required fields are filled - Confirm your internet is connected - Try refreshing or switching browsers 	Use Chrome or Firefox for best results. Avoid public Wi-Fi when downloading files.
Resume didn't save	<ul style="list-style-type: none"> - Ensure you're logged in - Click "Save" after making edits - Don't close the browser mid-session 	Use the " Save without downloading " button to keep your progress in the cloud.
Missing job suggestions	<ul style="list-style-type: none"> - The job suggestion API might be temporarily offline - General resume tips will appear instead 	Resume tips are always shown. Refresh later to access job-specific content.
Fields not accepting input	<ul style="list-style-type: none"> - Check for missing or invalid characters - Refresh and try again if the form freezes 	Avoid special characters in fields like name, job title, or degree.
App not loading correctly	<ul style="list-style-type: none"> - Clear browser cache and cookies - Restart your browser or use a different one 	Make sure your browser is updated to the latest version for smooth performance.

Table 1: Troubleshooting Ideas