**CV Creation**

**User's Manual**

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Team Name: Team 15

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Modification history:

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| --- | --- | --- | --- |
| Version | Date | Who | Comment |
| V0.0 | 05/13/13 | S. Applegate | Template |
| v1.0 | 11/29/17 | C. Forgey | Added system description, system states, and system functions. |
| V1.1 | 12/1/17 | C. Forgey, E. Maspoch, A. Acevedo, Z. Aljallad, A. Hinnant | Added clarification to steps in “System Functions”, rewrote “System Description” |

**Contents of this Document**

System Description

System States

System Functions

Appendix – Acronyms and Abbreviations

**System Description**

Welcome to CV Creation! This product allows for a quick and easy means to generate CVs for job applications. We understand that providing a professional appearance for CVs is critical, and for people new to the job market, they may not know the intricacies necessary to properly introduce themselves through their applications. Team 15 aimed to provide a simple solution: using a pre-determined list of smart, professional templates, users can draft a CV in as little as 15 minutes that contains their personal information, work history, education, and qualifying skills without the need to format and organize the content on their own.

In addition, the depth of the product shows in the ability to select specific information for each CV. As you apply for different positions with different requirements, you will want a CV that reflects your skills best suited for that position, rather than one generic CV that may show qualities that don’t pertain to what your potential employers are looking for. Taking this into account, each piece of information you add to your account can be selected and deselected to tailor each CV to what you need. Anyone from first-time applicants to seasoned veterans can find use in this functionality, creating multiple unique CVs with ease.

**System States**

Using this System (New User):

First-time users will primarily be spending more time in the “Work”, “Education”, “Skills/Other” and “Personal” sections providing their experiences and achievements before generating CVs.

Using this System (Experienced User):

Returning users will spend less time in the aforementioned sections, primarily navigating to them to enter, update, or select/deselect information as the need/factors of that information changes for each CV. Instead, more time will likely be spent generating and downloading CVs as their experience and repeated use of the website increases.

**System Functions**

Create an Account:

1. Navigate to <http://www.maspochelizabeth.com>
2. Click “Resume Generator”
3. Click the “Create New Account” button
4. Enter a valid email address, a username, and a password
   1. Emails and usernames must be unique; if the email or username already exist with a user profile, you must enter a different one.

Log In:

1. Navigate to <http://www.maspochelizabeth.com>
2. Click “Resume Generator”
3. Enter the username and password you used for “Create an Account”
4. Click the “Log In” button

Enter Work History:

1. Log in
2. Click “Work” on the sidebar
3. For each job, enter your starting date in DD/MM/YY format in the “Starting Date” section
4. Enter your ending date in DD/MM/YY format in the “Ending Date” section
   1. If you are currently in this position, you do not need to enter an ending date
5. Enter your job title in the “Position” section
6. Enter the name of your employer in the “Employer” section
7. Enter a list of your responsibilities for that position in the “Responsibilities” section
   1. If you want to list more than four responsibilities, you will be able to add more when you reach the “Edit Your CV” section
8. Enter the country, city and state/province your job took place in the “Location” section
9. When steps 3-8 are completed, click the “Add to Work History” button to save that job for adding/removing from your CV

Enter Educational History:

1. Log in
2. Click “Education” on the sidebar
3. For each degree you have received, enter your graduation date in DD/MM/YY format in the “Graduation Date” section
4. Enter your degree type (e.g. Bachelor’s, JD/Juris Doctor, MBA/Master of Business Administration) in the “Degree” section
5. Enter the name of the school you received that degree from in the “School” section
6. Enter the major, minor (if any) and distinctions (if any) in the “Subjects” section
7. When steps 3-6 are completed, click the “Add to Educational History” button to save that degree for adding/removing from your CV

Enter Skills:

1. Log in
2. Click “Skills/Other” on the sidebar
3. For each skill, enter the classification of that skill (e.g. Encryption, Java, C++) in the “Skill” section
4. Select your proficiency in that skill from the dropdown list in the “Proficiency” section
5. When steps 2-3 are completed, click the “Add Skill” button to save that skill for adding/removing from your CV
6. For each verbal language you are experienced with, enter that language in the “Language” section
7. Select your proficiency in that language from the dropdown list in the “Proficiency” section
8. When steps 6-7 are completed, click the “Add Language” button to save that language for adding/removing from your CV
9. For each hobby/interest you wish to disclose (e.g. ultimate frisbee, painting, collecting rare sneakers), enter the name of that hobby in the “Hobbies & Interests” section
10. Click the “Add Interest/Hobby” button to save that hobby/interest for adding/removing from your CV

Enter Personal Information:

1. Log in
2. Click “Personal” on the sidebar
3. Enter your first name in the “First Name” section
4. Enter your middle initial(s) in the “Middle Initial” section
5. Enter your last name in the “Middle Initial” section
6. Enter your preferred email address in the “Email” section
   1. Make sure you use a professional-looking email address! Potential employers will not often take applicants with email addresses like “xXCoD\_MasterXx@hotmail.com” seriously!
7. Enter your personal website (if applicable) in the “Website” section
8. Enter your phone number in the “Number” section
9. Enter your current country, city and state/province of residence in the “Location” section
10. Click the “Choose File” button to select a photo (in JPG or PNG format) of yourself
11. Click the “Submit” button to upload the photo
12. Click the “Update” button to update your personal information

Generate a CV:

1. Log in
2. (Optional) Complete “Enter Work History”, “Enter Educational History”, “Enter Skills” and “Enter Personal Information”
3. Navigate to the home page, either by logging in or clicking on “Home” on the sidebar
4. Click on the CV template you wish to use for your next CV
   1. Each CV has a blurb describing the appearance of the template, as well as a list of what type of content that template is best suited for
5. If you don’t wish to use that template, you can navigate back to the “Home” page or use the “Previous” and “Next” buttons to view other available templates
6. When you’ve determined the template you want to use, click the “Generate” button to automatically create a CV with your selected information formatted and entered in the template

Edit a CV:

1. Complete “Generate a CV”
2. For any text box that you want to change, click on that section of text to move your cursor to that section, and add/remove/edit the content as you desire

Download a CV:

1. Generate a CV
2. (Optional) Edit your CV
3. Click the “Download” button to download the CV as a PDF