# JobBot User Manual

### Welcome!

This guide will walk you through how to use the JobBot system to access tailored resumes and cover letters for job applications, find all necessary documents, and track the application status—all from a single Google Sheet.

### What is JobBot?

JobBot is an automated system that creates custom resumes and cover letters tailored to each job description clipped from the web. These documents are saved as PDFs, uploaded to Google Drive, and linked in a Google Sheet for your easy access.

### What You Will Use

* **Google Sheet**: [PAGE Clipper](https://docs.google.com/spreadsheets/d/1cs3ekPl7nDU0KTc-4cn_lxDQFRumnHxrWlENxSalq4Y/edit?usp=sharing) - your main dashboard to see job info, download resumes and cover letters, and track application status.
* **Google Drive**: [Folder](https://drive.google.com/drive/folders/1MGQIJpoqLJiGpIfOOeYNJ8bt-lV1dr6d?usp=sharing): containing the PDF files for each job application.
* **JobBot Pipeline**: Runs automatically to generate and upload documents (handled by the system owner).

### Step-by-Step Instructions

**1. Open the Google Sheet**

* The sheet URL will be provided by your manager.
* The sheet has columns like:
  + **Title**: Job title.
  + **JD**: Job description text.
  + **Status**: Shows if the job is processed or done.
  + **Resume Link**: Click to open/download the tailored resume PDF.
  + **Cover Letter Link**: Click to open/download the tailored cover letter PDF.
  + **Folder Link**: Click to open the entire Google Drive folder for the job application.

**2. Find Jobs Ready for Application**

* Look for rows where the **Status** column says "Done".
* These rows have completed resumes and cover letters ready for use.

**3. Access the Tailored Resume and Cover Letter**

* Click the **Resume Link** to open or download the PDF resume tailored for that job.
* Click the **Cover Letter Link** to open or download the PDF cover letter tailored for that job.

**4. Access the Google Drive Folder**

* Click the **Folder Link** to open the folder containing all files related to that job.
* This folder may contain the resume, cover letter, job description, and any other relevant documents.

**5. Use the Documents to Apply**

* Use the tailored resume and cover letter when submitting your job application.
* Follow any additional instructions your manager provides for the application process.

**6. Update Application Status (Optional)**

* If your manager asks, update the **Status** column to track progress, such as:
  + "Applied"
  + "Interview Scheduled"
  + "Rejected"
  + "Offer Received"
* This helps keep the team informed.

### Tips for Efficient Use

* **Check the Sheet Daily**: New jobs will be added regularly.
* **Download Files Locally**: Save PDFs to your computer for offline use.
* **Use Folder Links**: They provide quick access to all job-related materials.
* **Report Issues**: If links are missing or documents look wrong, notify your manager immediately.

### Troubleshooting

|  |  |
| --- | --- |
| Problem | What to Do |
| Resume or Cover Letter Link Missing | Wait a few minutes and refresh the sheet; the pipeline may be running. If still missing, notify your manager. |
| Links Do Not Open | Check your internet connection; try a different browser. If problem persists, notify your manager. |
| Wrong Job Information | Notify your manager; the pipeline might need re-running or fixing. |

### Summary

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| --- | --- |
| Action | Where to Do It |
| View job list and status | Google Sheet |
| Download tailored resume/cover letter | Click links in Google Sheet |
| Access all job files | Google Drive folder link |
| Track application progress | Update Status column (if instructed) |

### Contact for Support

If you encounter any issues or have questions, please contact:

**Atma**

Email: atma@AtmanGroup.org

WhatsApp: 1 (310) 494-1470

Thank you for your help! Your work using JobBot makes the job application process faster and more effective.