CV App - User Manual

Professional CV & Application Management

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Introduction

Welcome to the CV App! This application helps you create professional CVs, manage job applications, write cover letters, and optimize your documents for Applicant Tracking Systems (ATS).
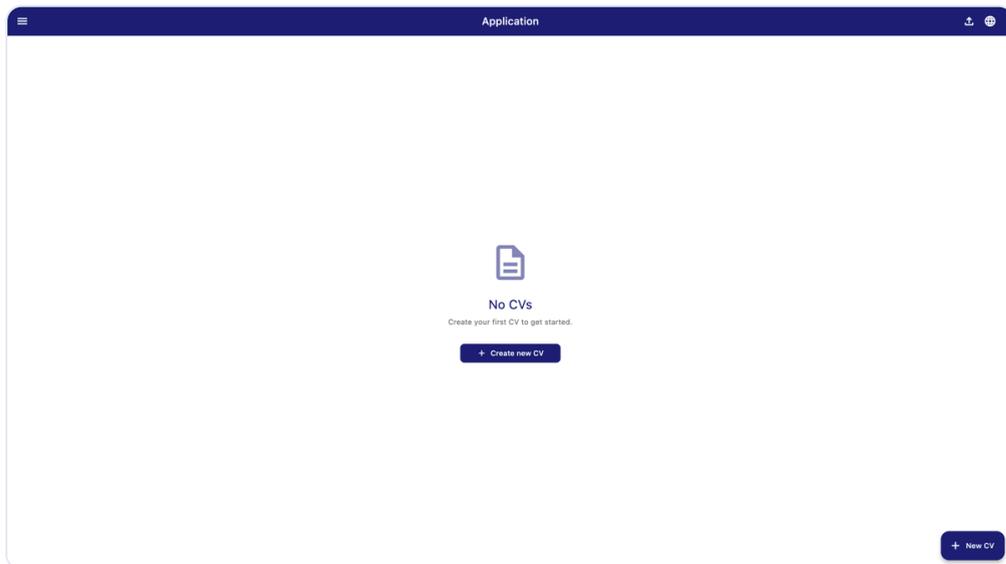
Key Features

- **Multiple CVs**: Create and manage unlimited CVs for different job applications
- **Application Tracking**: Keep track of all your job applications in one place
- **Cover Letters**: Write professional cover letters linked to your applications
- **ATS Analysis**: Analyze how well your CV matches job descriptions
- **PDF Export**: Export your CV in three professional styles
- **Multilingual**: Full support for English and German
- **Themes**: Choose between Dark, Light, and Navy app themes
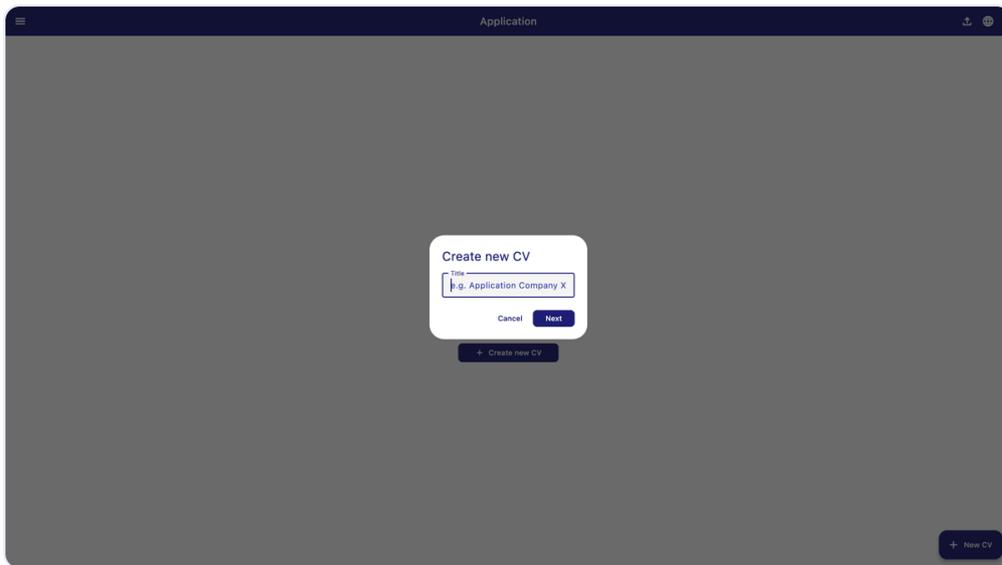
Getting Started

First Launch

When you first open the app, you'll see the Home Screen with an empty CV list.

Empty Home Screen

Creating Your First CV

1. Tap the **"+"** button or **"New CV"**

2. Enter a title for your CV (e.g., "Software Developer CV")

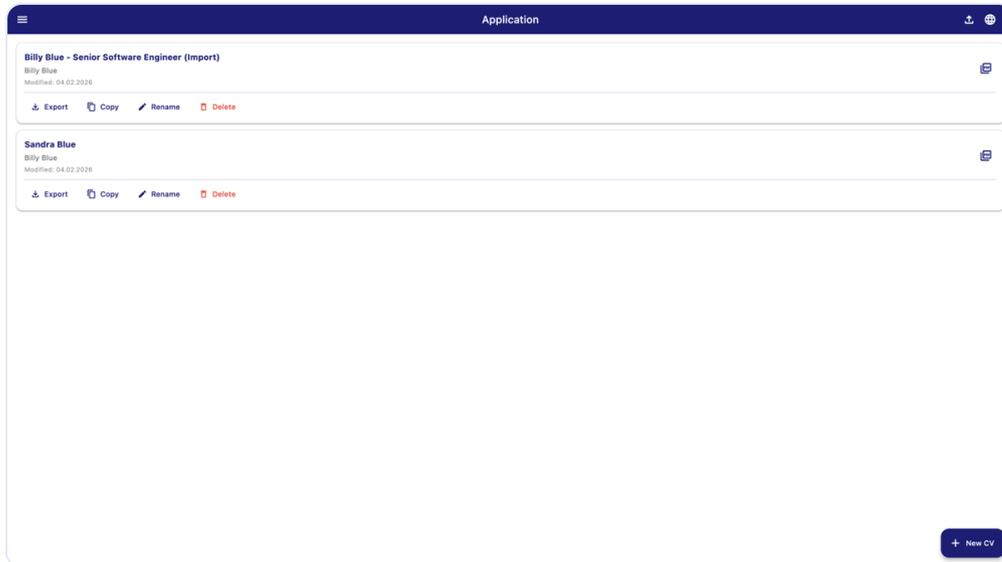3. Tap **Create**

4. You'll be taken to the CV editor

New CV Dialog

Home Screen

The Home Screen is your central hub for managing CVs.

Home Screen with CVs

CV List

Each CV card displays: - **Title**: The name you gave your CV - **Name**: Your full name from the personal information - **Last Modified**: When the CV was last updated - **Preview Icon**: Quick access to PDF preview
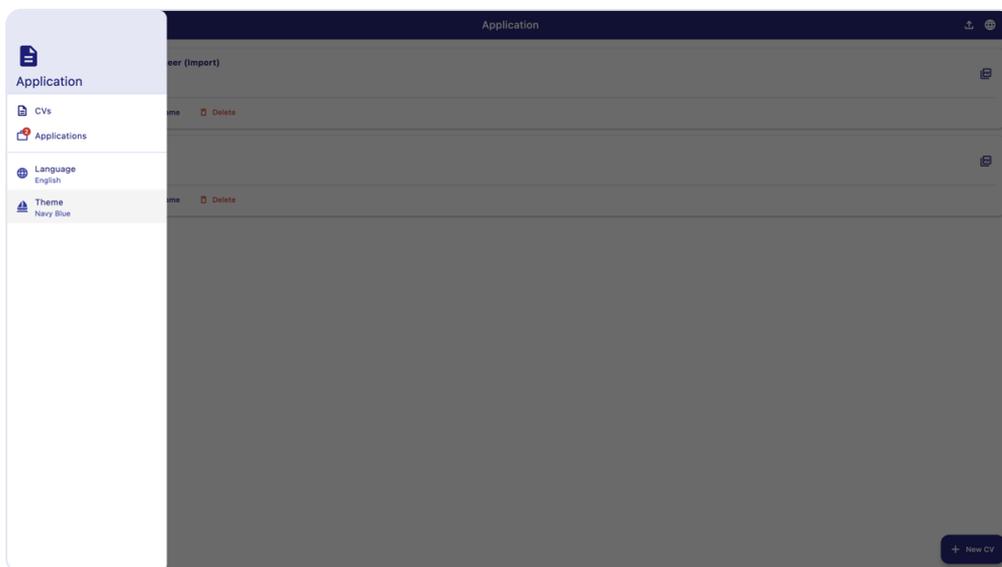
Available Actions

Action	How to Access
Edit CV	Tap on the CV card
Preview PDF	Tap the PDF icon on the card
Duplicate CV	Long press → Duplicate
Rename CV	Long press → Rename

Action	How to Access
Delete CV	Long press → Delete
Export as JSON	Long press → Export

Navigation Drawer

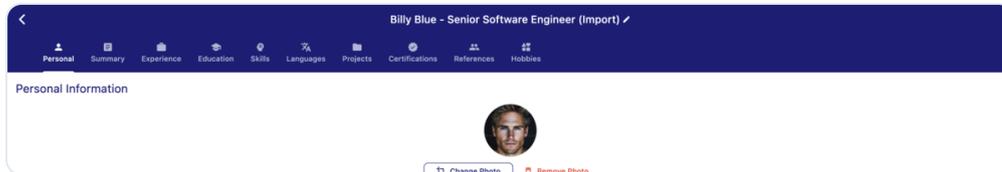Access the navigation drawer by tapping the menu icon (☰) in the top left:

Navigation Drawer

- **CVs**: Return to CV list (Home)
- **Applications**: Go to application tracking
- **Language**: Switch between English and German
- **Theme**: Choose Dark, Light, or Navy theme

Creating and Editing a CV

The CV editor has **10 tabs** for organizing your information:

CV Editor Tabs

1. Personal Information

Enter your contact details:

- **Name**: First and last name

- **Email**: Your professional email address

- **Phone**: Contact number

- **Address**: Street, city, postal code, country

- **Date of Birth**: Your birth date

- **LinkedIn**: Your LinkedIn profile URL

- **Website**: Personal website or portfolio

- **Photo**: Upload a profile photo

- **Signature**: Add a digital signature for cover letters

Personal Information Form

Adding a Profile Photo

1. Tap the photo placeholder

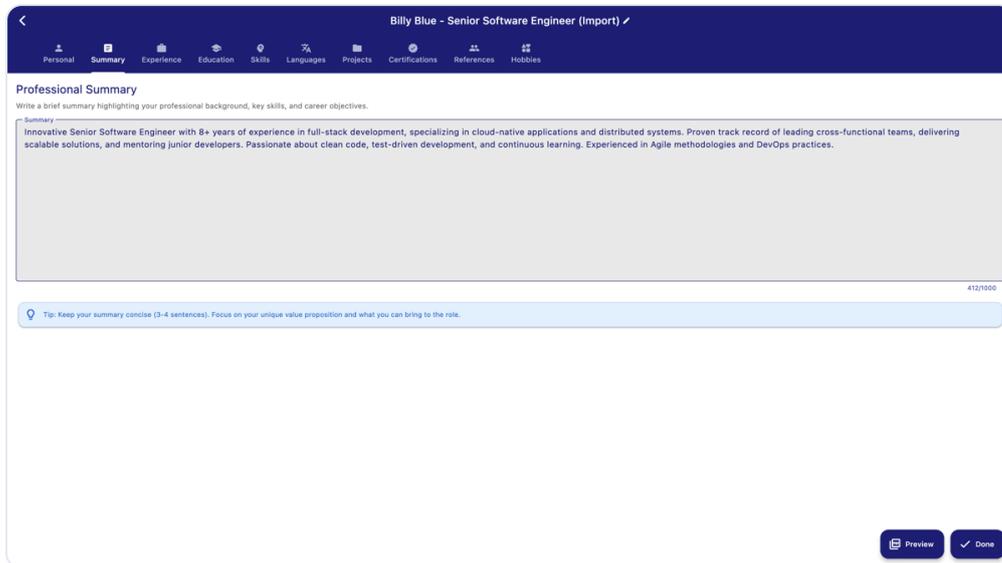2. Select an image from your device

3. Use the cropping tool to adjust

4. Tap **Save**

Photo Cropping

2. Summary

Write a professional summary (3-4 sentences) highlighting your: - Years of experience - Key skills and expertise - Career goals - Unique value proposition
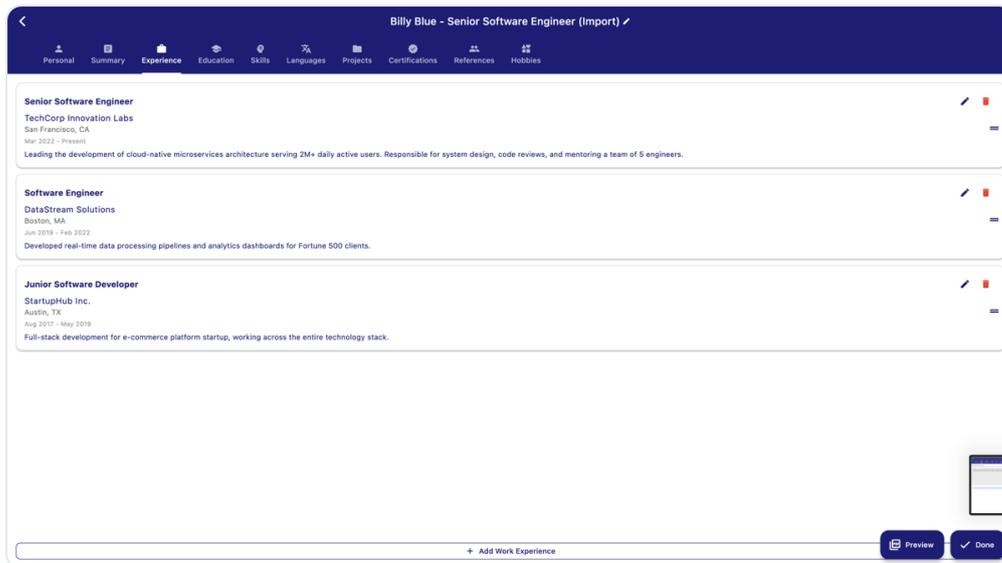

Summary Tab

3. Experience

Add your work history:

1. Tap **"+ Add Experience"**
2. Fill in:

   ◦ Job title

   ◦ Company name

   ◦ Location

   ◦ Start and end dates (or toggle "Currently working here")

   ◦ Job description

   ◦ Key achievements

Experience Form

Reordering Experiences

Drag and drop experience entries to reorder them. Most recent positions should be at the top.

4. Education

Add your educational background:

- Degree type (Bachelor's, Master's, etc.)

- Field of study

- Institution name

- Location

- Dates attended

- Grade/GPA (optional)

- Description (optional)

Education Form

5. Skills

List your professional skills:

1. Tap **"+ Add Skill"**

2. Enter the skill name

3. Select proficiency level:

   ◦ Beginner

   ◦ Elementary

   ◦ Intermediate

   ◦ Advanced

   ◦ Expert

4. Add a category (optional, e.g., "Programming", "Design")

Skills Form

6. Languages

Add languages you speak:

- Language name
- Proficiency level:
    - Beginner (A1)
    - Elementary (A2)
    - Intermediate (B1/B2)
    - Advanced (C1)
    - Fluent (C2)
    - Native

Languages Form

7. Projects

Showcase your portfolio projects:

- Project name

- Description

- Project URL/Repository

- Start and end dates

- Technologies used

Projects Form

8. Certifications

Add professional certifications:

- Certification name

- Issuing organization

- Issue date

- Expiry date (if applicable)

- Credential ID

- Credential URL

Certifications Form

9. References

Add professional references:

- Reference name

- Position/Title

- Company

- Email

- Phone (optional)

- Relationship (e.g., "Former Manager")

References Form

10. Hobbies

Add personal interests and hobbies as tags.

Hobbies Form

Auto-Save

All changes are automatically saved as you type. You'll see a brief save indicator when data is stored.

CV Preview and PDF Export

View your CV as a professional PDF document.

CV Preview Screen

Accessing the Preview

From the Home Screen, tap the **PDF icon** on any CV card, or from the CV editor, tap the **Preview** button.

PDF Themes

Choose from three professional styles:

Theme	Description
Classic	Traditional, professional look with blue-grey colors
Modern	Contemporary design with bold blue header
Minimalist	Clean, minimal styling in black and grey

Classic Theme:

Billy Blue

Email: billy@blue.com   Phone: +1 452 784514
Location: Whitinsville, Massachusetts, USA, USA   LinkedIn: https://linkedlin.com/billyblue
Website: https://who-is-billy-blue.com

PROFESSIONAL SUMMARY

Innovative Senior Software Engineer with 8+ years of experience in full-stack development, specializing in cloud-native applications and distributed systems. Proven track record of leading cross-functional teams, delivering scalable solutions, and mentoring junior developers. Passionate about clean code, test-driven development, and continuous learning. Experienced in Agile methodologies and DevOps practices.

WORK EXPERIENCE

Senior Software Engineer   Mar 2022 - Present
TechCorp Innovation Labs | San Francisco, CA

Leading the development of cloud-native microservices architecture serving 2M+ daily active users. Responsible for

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Modern Theme:

Billy Blue

Email: billy@blue.com   Phone: +1 452 784514
Location: Whitinsville, Massachusetts, USA, USA
LinkedIn: https://linkedlin.com/billyblue   Website: https://who-is-billy-blue.com

Professional Summary

Innovative Senior Software Engineer with 8+ years of experience in full-stack development, specializing in cloud-native applications and distributed systems. Proven track record of leading cross-functional teams, delivering scalable solutions, and mentoring junior developers. Passionate about clean code, test-driven development, and continuous learning. Experienced in Agile methodologies and DevOps practices.

Work Experience

Senior Software Engineer   Mar 2022 - Present
TechCorp Innovation Labs | San Francisco, CA

Minimalist Theme:

Document Language

Select the language for dates and labels in your PDF (independent of the app language).

Export Options

- **Print**: Send to a printer or save as PDF via system print dialog
- **Download**: Save the PDF to your device with a custom filename

Export Options

Application Tracking

Track all your job applications in one place.
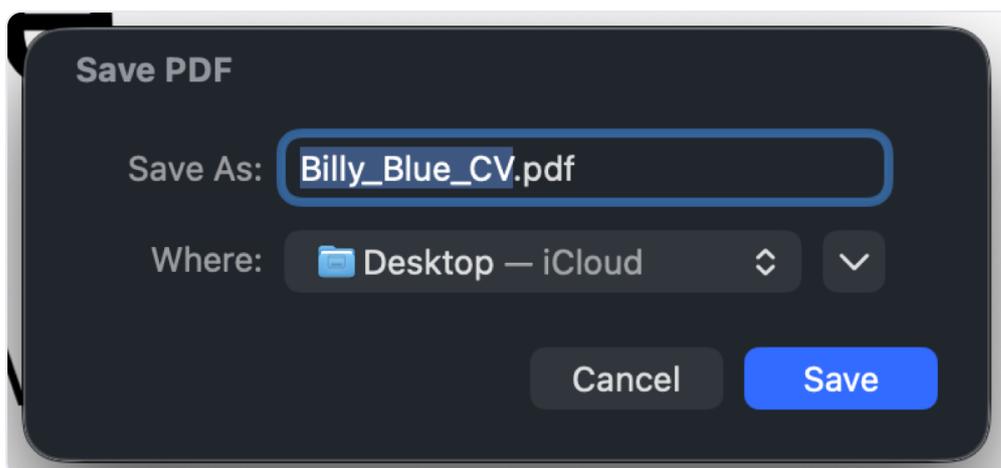

Applications Dashboard

Accessing Applications

Open the navigation drawer and tap **"Applications"**.

Dashboard Statistics

The top of the screen shows: - Total number of applications - Breakdown by status with color coding

Application Statuses

Status	Color	Description
Draft	Grey	Application not yet sent
Sent	Blue	Application submitted
Interview	Orange	Interview scheduled or completed

Status	Color	Description
Rejected	Red	Application declined
Accepted	Green	Job offer received

Creating a New Application

1. Tap the **"+"** button

2. Enter the application title

3. Tap **Create**

New Application Dialog

1. Fill in job details:

   ◦ Job title

   ◦ Job description (important for ATS analysis!)

   ◦ Job posting URL

2. Fill in recipient/company information:

   ◦ Company name
   ◦ Contact person

◦ Address

◦ Email

3. Select which CV to link

4. Save

Application Detail View

Tap an application to see its details across four tabs:

1. **Application Info**: Job details and status

2. **Cover Letter**: Manage linked cover letters

3. **CV**: Preview the linked CV

4. **ATS Analysis**: Keyword matching results

Application Form

Updating Application Status

From the application detail screen, tap the status badge to change the application's current status.

Cover Letters

Create professional cover letters for your applications.

Cover Letter Editor

Creating a Cover Letter

1. Open an application

2. Go to the **Cover Letter** tab

3. Tap **"+ New Cover Letter"**

4. Fill in the fields:

   ◦ Title (for your reference)

   ◦ Subject line

   ◦ Reference line (e.g., job posting number)

   ◦ Salutation (e.g., "Dear Mr. Smith")

   ◦ Opening paragraph

   ◦ Main body

   ◦ Closing paragraph

   ◦ Complimentary close (e.g., "Sincerely")

Adding Your Signature

If you've added a digital signature in your CV's personal information: 1. Toggle **"Use signature image"** 2. The signature will appear in the cover letter preview

Cover Letter Preview

Tap **Preview** to see your cover letter formatted according to DIN 5008 standards (German business letter format).

Cover Letter Preview

Exporting

From the preview screen: - **Print**: Send to printer or save as PDF - **Download**: Save to your device

ATS Analysis

Optimize your CV for Applicant Tracking Systems.

ATS Analysis - Missing Keywords

What is ATS?

Many companies use Applicant Tracking Systems to automatically screen CVs. The ATS Analysis feature helps you understand how well your CV matches a job description.

How It Works

1. The app extracts keywords from the job description
2. Keywords are categorized (technical skills, soft skills, tools, etc.)
3. Your CV content is scanned for matches
4. You receive a match score and detailed breakdown

Viewing ATS Analysis

1. Open an application (must have a job description entered)
2. Go to the **ATS Analysis** tab

3. View your results

Understanding Results

ATS Analysis - Matched Keywords

- **Match Score**: Percentage of keywords found in your CV

- **Matched Keywords**: Keywords found (shown in green)

- **Missing Keywords**: Keywords not found (shown in red)

- **Categories**: Keywords organized by type

Filter Views

Toggle between: - **All**: See all extracted keywords - **Matched**: Only keywords found in your CV - **Missing**: Only keywords not in your CV

Improving Your Match

1. Review missing keywords

2. Add relevant skills to your CV

3. Update experience descriptions to include key terms

4. Re-check the analysis

Manual Adjustments

- **Ignore**: Mark irrelevant keywords to exclude from scoring

- **Add**: Manually add keywords the system missed

Settings and Themes

Customize the app to your preferences.

Changing the App Theme

1. Open the navigation drawer

2. Tap the theme selector

3. Choose:

   ◦ **Dark**: Dark background, easy on eyes

   ◦ **Light**: Traditional light interface

   ◦ **Navy**: Navy blue themed

Changing the Language

1. Open the navigation drawer

2. Tap the language selector

3. Choose:

   ◦ **English**

   ◦ **Deutsch** (German)

The entire app interface will update to your selected language.

Data Backup and Restore

Protect your data with backups.

Exporting a CV

1. From the Home Screen, long press a CV
2. Tap **Export**
3. Choose a location to save the JSON file

Importing a CV

1. From the Home Screen, tap the import icon
2. Select a JSON file
3. The CV will be added to your list

Exporting Applications

1. Go to the Applications screen
2. Tap the export icon
3. Save the JSON file

Importing Applications

1. Go to the Applications screen
2. Tap the import icon
3. Select a JSON file

Tips and Best Practices

CV Writing Tips

1. **Keep it concise**: 1-2 pages maximum
2. **Use action verbs**: "Developed", "Managed", "Implemented"
3. **Quantify achievements**: "Increased sales by 25%"
4. **Tailor for each job**: Customize your CV for specific positions
5. **Update regularly**: Keep your CV current

ATS Optimization Tips

1. **Use keywords from the job posting**: Include exact phrases
2. **Avoid graphics-only content**: ATS can't read images
3. **Use standard section headings**: "Experience", "Education", "Skills"
4. **Include both spelled-out and abbreviated terms**: "Search Engine Optimization (SEO)"

Application Tracking Tips

1. **Enter complete job descriptions**: Better ATS analysis
2. **Update status promptly**: Keep your pipeline current
3. **Add notes**: Record important details about each application
4. **Review regularly**: Follow up on pending applications

Data Safety Tips

1. **Export regularly**: Create backups of your CVs and applications
2. **Store backups safely**: Keep JSON files in cloud storage
3. **Test imports**: Verify backups work by importing to the app

Troubleshooting

Common Issues

Q: My photo isn't showing in the PDF A: Make sure you've uploaded a photo in the Personal Information tab and it's properly cropped.

Q: ATS Analysis shows no keywords A: Ensure you've entered a job description in the application and linked a CV.

Q: Changes aren't being saved A: The app auto-saves, but if you're experiencing issues, try closing and reopening the app.

Q: PDF export is blank A: Make sure you have content in your CV sections. At minimum, fill in personal information.

Support

If you need further assistance or would like a customized version of this software, please contact me at stefan.hutter@m3-works.com

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