



myCAREERMAX

Getting Started with myCAREERMAX: Your Guide to a Better Future

Maximize your potential with myCAREERMAX





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Introduction

Our expertise lies in offering an extensive array of AI-driven career advancement tools and a smart job search platform. Tailored to comprehend your professional history and future aspirations, our system is designed to provide you with the competitive edge essential for securing your ideal job. Our toolkit encompasses all you need for the entire job application journey – from the initial application to the moment you accept an offer. We're committed to supporting you every step of the

way. As employers increasingly rely on similar AI technology to sift through countless resumes, our tools, refined through rigorous training on these Applicant Tracking Systems (ATS), are adept at recognizing key patterns. This ensures your resume not only stands out but also propels to the forefront in the selection process.

Our Company Mission

Empowering job seekers
through AI-driven tools to land
their dream jobs effortlessly

mycareermax.com



Getting Started

Welcome to myCAREERMAX, where your journey to landing your dream job begins. This guide will walk you through the simple steps to sign in for the first time and access the wealth of resources available to you, whether you prefer using a web browser or the convenience of our mobile app. Let's get started.

Signing In For The First Time

Web Browser Access:

- Open your preferred web browser.
- Navigate to app.mycareermax.com.
- If you already have an account, enter your login credentials and click on the "Sign In" button to access your dashboard.

The screenshot shows the myCAREERMAX login interface. At the top, there is a navigation bar with the myCAREERMAX logo and links for Dashboard, My Profile, My Documents, Job Search, AI Tools, and Account. The main content area is titled "Login" and contains two input fields: "Username" and "Password". Below the password field, there are two links: "Forgot Password?" and "Don't have an account? Register here". A blue "Login" button is positioned at the bottom of the form.



Registering a New Account:

If you're new to myCAREERMAX, welcome aboard! Click on the "Register" link on the login page or directly go to app.mycareermax.com/register to create your account. Fill in the required information and follow the prompts to complete your registration.

The screenshot shows a web browser window with the URL <https://app.mycareermax.com/register>. The page features a white registration form centered on a light gray background. At the top of the form is a gold circular icon with a document and checkmark. Below the icon is the text "myCAREERMAX" in blue, followed by the word "Register" in blue. The form contains four input fields: "Username" (with "maxpro" entered), "Email", "Password", and "Confirm Password". A blue "Register" button is located at the bottom of the form.

The screenshot shows the mobile app's login screen. The top bar is blue with the myCAREERMAX logo and the time 11:17. Below the bar, the word "Login" is displayed. There are two input fields for "Username" and "Password". Below these fields are links for "Forgot Password?" and "Don't have an account? Register here". A blue "Login" button is at the bottom.

Mobile App Access:

- Download the myCAREERMAX app from the Google Play Store.
- Launch the app on your Android device. You will be prompted to log in or register.
- Enter your login credentials if you have an account, or tap on the "Register" option to sign up.

The screenshot shows the mobile app's registration screen. The top bar is blue with the myCAREERMAX logo and the time 11:18. Below the bar is a gold circular icon with a document and checkmark. The text "myCAREERMAX" and "Register" are displayed in blue. The form contains four input fields: "Username", "Email", "Password", and "Confirm Password".



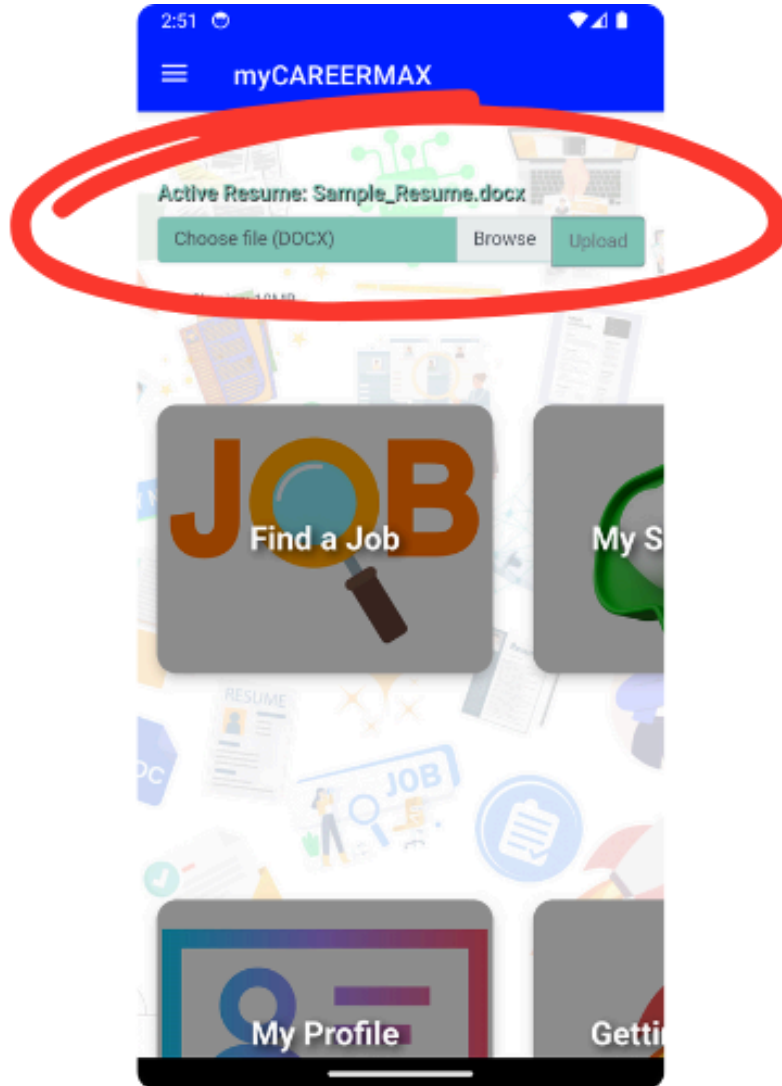
After signing in, take some time to familiarize yourself with the dashboard and the various tools at your disposal. Whether you're starting with the free tier or you're ready to explore the advanced features of the MAX PRO plan, myCAREERMAX is designed to guide you every step of the way in your job search journey.

The Essentials

Your journey to landing your dream job with myCAREERMAX begins with uploading your resume and setting up your profile. These crucial steps ensure that the AI-driven tools and features can be tailored specifically to your career aspirations and background. Here's how to get started:

Uploading a .docx Version of Your Resume

You can upload your resume in several different areas of the site, making any future updates convenient no matter where you currently are within the platform. To begin, uploading your resume on the main Dashboard screen or My Documents page is just fine.



Uploading a .docx version of your resume is the first step in personalizing your job search and application process. Our platform uses the information from your resume to:

- Understand your professional history, skills, and achievements.
- Tailor job search results and recommendations to fit your unique profile.
- Enhance your resume and cover letters for specific job applications.



A **.docx** format allows our AI to accurately parse and analyze the content of your resume, ensuring that every detail is considered in personalizing your experience on myCAREERMAX.

Completing the My Profile Page

Completing your My Profile page is equally important. This page captures essential information about your career goals and preferences, allowing our AI to provide you with job listings and opportunities that are most relevant to you.

Required Fields for AI Job Search

Two fields are especially crucial for the AI Job Search to function optimally:

- **Desired Job Title:** Specify the role you are aiming for. This helps in identifying job listings that match your career aspirations.
- **Desired Job Location:** Whether you're looking for local opportunities or open to relocation, specifying your preferred location helps tailor job search results accordingly.

Step-by-Step Guide to Profile Setup

1. Log into your myCAREERMAX account and you will be directed to the Dashboard.
2. Upload your resume using the file uploader at the top of the page. The file must be a .docx file type.

The screenshot shows the 'My Profile' page on the myCAREERMAX mobile app. The page is titled 'My Profile' and contains several input fields for user information and preferences. The fields are: Full Name (John), Recent Position (Web Developer), Desired Job Title (Senior Web Developer), Desired Job Location (New York City), Desired Work Type (Remote), Desired Compensation (\$125,000 - \$150,000), and Job Alert Notifications (Yes). The page is displayed on a mobile device with a blue header and a white background.



3. Find and click on the 'My Profile' section in the navigation menu or on the Dashboard
 4. Fill in the 'Desired Job Title' and 'Desired Job Location' fields, along with any other information you'd like to provide.
 5. Save your profile to apply the changes.
-

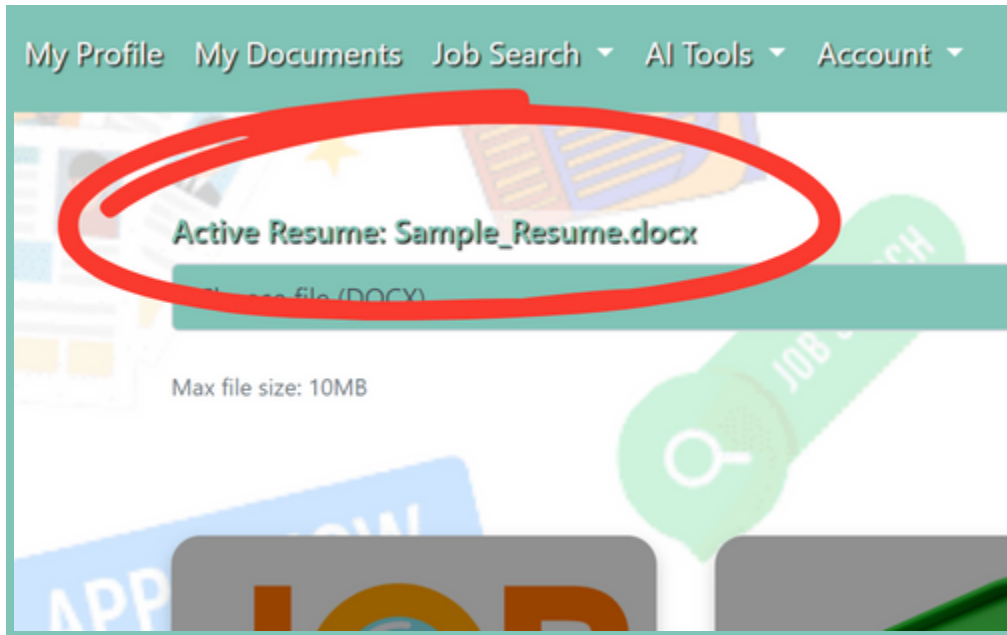
Understanding the "Active Resume"

In the dynamic and competitive world of job seeking, having a resume that stands out is crucial. myCAREERMAX introduces a powerful feature designed to streamline your job application process and enhance your visibility to potential employers: the "Active Resume." This article delves into what the **Active Resume** is, its importance, and how to effectively use it on the myCAREERMAX platform.

What is the **Active Resume**?

The **Active Resume** is essentially the current resume that you've uploaded to the myCAREERMAX platform in .docx format. Recognizable by its display in teal text at the top of the Dashboard, My Documents page, and most AI tool interfaces, the **Active Resume** serves as your primary resume for the platform. It's displayed as follows:

Active Resume: Sample_Resume.docx



Significance of Having an **Active Resume**

The **Active Resume** is not just another file on the system; it's a critical component of your job-seeking arsenal on myCAREERMAX. Here's why it's significant:

- Personalization and Tailoring: Each AI tool on the myCAREERMAX platform uses the **Active Resume** to tailor its services and recommendations according to your background and experience, making every job search and application process as personalized as possible.
- Simplicity and Efficiency: By having one **Active Resume**, you streamline the job application process, ensuring that you're always ready to apply for opportunities with the most current version of your resume.

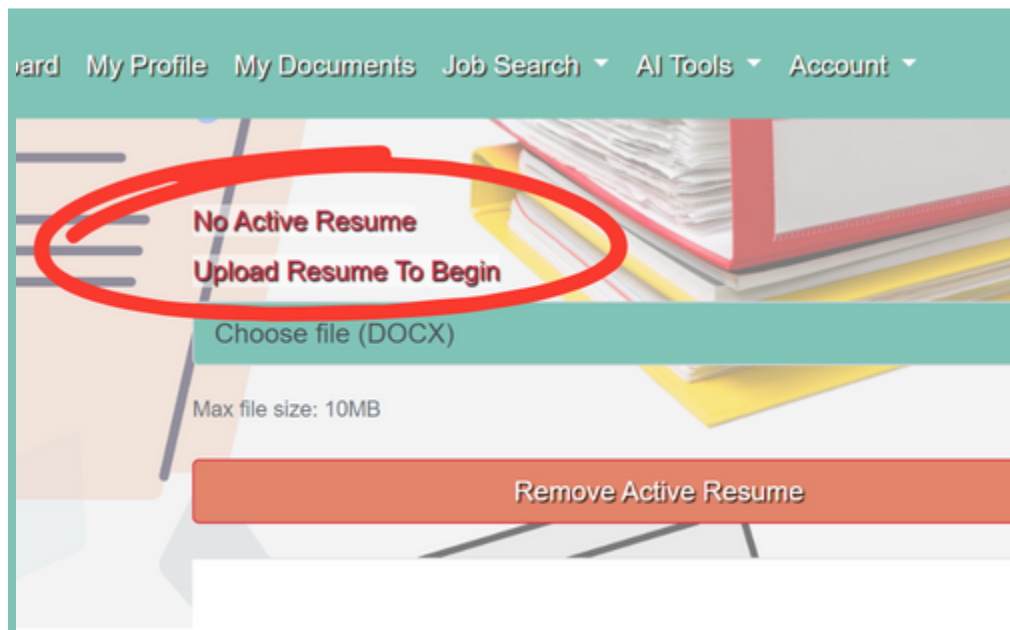
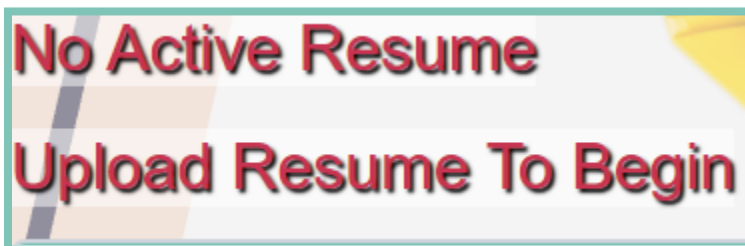
Setting Your **Active Resume**



To set an Active Resume, simply upload a resume in **.docx** format via the file uploader found on the Dashboard or My Documents page. Once uploaded, the system automatically designates this file as your **Active Resume**, and it becomes the foundation for all AI-driven recommendations and customizations on the platform.

When There's **No Active Resume**

Should you visit the platform without having uploaded an **Active Resume**, or if your uploaded resume isn't in the required .docx format, you'll be promptly notified at the top of relevant pages with a message displayed in red, such as:





This alert serves as a reminder that to leverage the full capabilities of the myCAREERMAX platform and its AI tools, uploading your resume is a critical first step.

Best Practices for Your **Active Resume**

Leveraging the **Active Resume** feature on myCAREERMAX effectively can make a significant difference in how personalized and efficient your job search becomes.

Here are some updated best practices and clarifications to help you make the most out of this feature:

- **Keep It Updated:** Ensure your **Active Resume** always reflects the latest information about your experience, skills, and achievements. The myCAREERMAX AI tools use this document to offer you the most accurate guidance and job recommendations. There's no need to remove your resume to make updates; simply uploading a new .docx file will automatically replace the existing **Active Resume**, keeping your profile current with minimal effort.
- **Docx Format:** Upload your resume in .docx format to ensure compatibility with the platform's AI tools. This format allows the AI to parse and understand your document accurately, tailoring job search results and recommendations to fit your career aspirations effectively.
- **One Resume Policy:** You can have only one **Active Resume** on the system at any time. By ensuring that the resume you upload represents your most current and relevant qualifications, you enable the AI to better support your job search and application efforts.

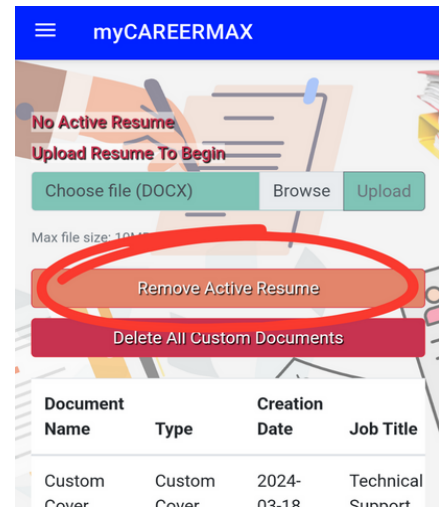
Removing Your **Active Resume**



There may be occasions when you want to completely remove your **Active Resume** from the system. Whether for privacy concerns, taking a break from your job search, or any other reason, managing your **Active Resume** is easy and user-friendly.

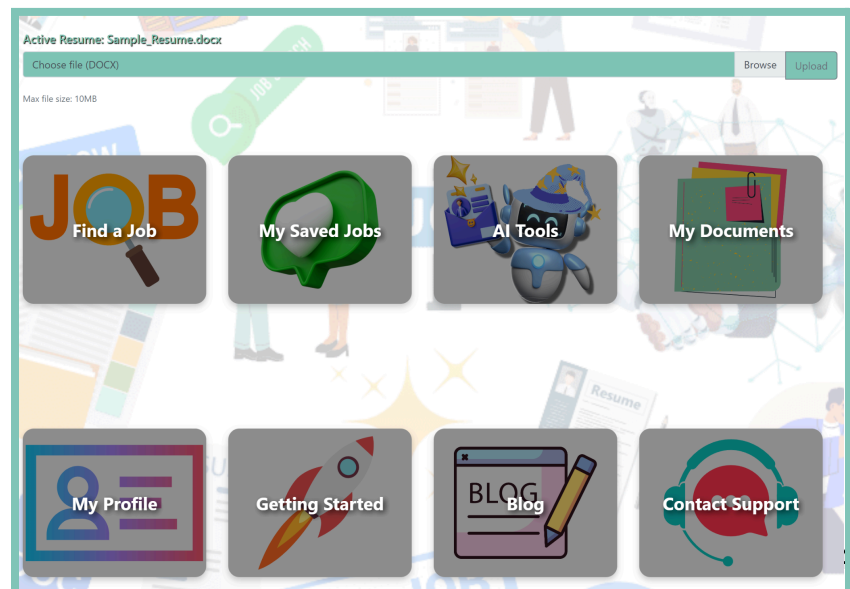
How to Remove Your Active Resume

If you decide to remove your **Active Resume** from the system, simply navigate to the My Documents page. Below the file uploader, you will find a button labeled **"Remove Active Resume"**. Clicking this button will delete your **Active Resume** from the myCAREERMAX platform. It's important to note that removing your **Active Resume** means the AI tools and features will not be able to provide personalized job recommendations or application assistance until a new resume is uploaded.



This option provides you with control over your data and the flexibility to decide when and how your professional information is used on the platform. Remember, you can always upload a new resume at any time if you choose to re-engage with the job search process.

Dashboard





Welcome to your myCAREERMAX Dashboard – the central hub of your job search and career development journey. Upon successful login, you'll land on this user-friendly page designed to give you quick and easy access to all the essential tools and features that myCAREERMAX has to offer. Think of it as your personal career command center, where everything you need is just a click away.

Dashboard Layout

Your dashboard adopts an intuitive "app drawer" style layout, presenting rows of tiles. Each tile represents a different feature, tool, or link within the platform, simplifying navigation and ensuring you're never more than a few clicks from the resources you need.

Some of the tools and features that are available for quick access on the Dashboard are listed below. As new features are added and updates are applied, these may change.

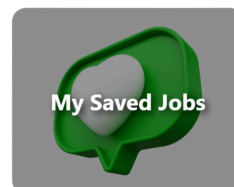
- AI Job Search:

Jump into a personalized job search experience powered by AI, designed to match you with opportunities that align with your skills, experiences, and career goals.



- My Saved Jobs:

Keep track of positions that catch your eye. This tool allows you to save job listings for later review, ensuring you never lose sight of potential opportunities. You can also view your job compatibility score and rating analysis here.





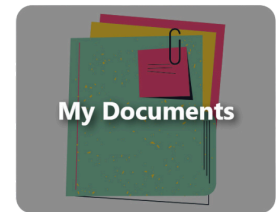
- AI Tools:

Access a suite of AI-driven resources aimed at enhancing your job application process, from crafting your resume and cover letter to preparing for interviews.



- My Documents:

Manage your generated custom documents all in one place. View your custom cover letters and tailored resumes by Job Title and Company. You can also apply directly to the job posting.



- My Profile:

Update your personal and professional details to ensure the AI tools and job recommendations are perfectly tailored to your current aspirations and credentials.



- Getting Started:

A quick access point to this very guide. Once you're familiar with the basics, you can always refer back here for a refresher on how to make the most of myCAREERMAX.



- Blog:

Stay informed with the latest tips, trends, and advice in the job search and career development world. Our blog is a treasure trove of articles on resumes, cover letters, interviews, and general career advice.





- Contact Support:

Should you need any assistance, our support team is just a click away. Here, you can find help and support for any questions or issues you may encounter.



File Uploader

Located prominently at the top of your Dashboard is the file uploader tool, where you can easily upload **.docx** files of your resume. At the present time, we only support **.docx** files. PDF upload support will be available in the near future. As your resume is being uploaded and saved, our AI is learning your background and experience. This feature is crucial for leveraging myCAREERMAX's full suite of AI-driven tools, allowing the platform to tailor job search results and suggestions based on your background and experience.

My Documents

Managing Your Documents: A Comprehensive Guide

Welcome to the myCAREERMAX platform, where we strive to provide you with the tools and resources necessary to navigate your career path successfully. The "My Documents" page is a central feature designed to help you manage your AI-generated custom documents efficiently. This comprehensive guide will walk you through the



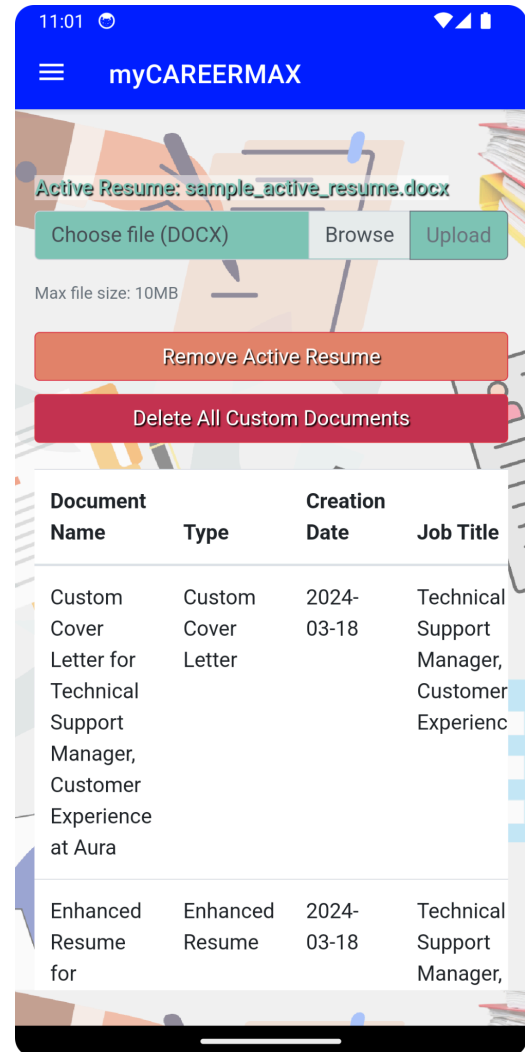
functionalities and features available on the My Documents page, ensuring you make the most out of your myCAREERMAX experience.

Overview

The My Documents page serves as your personal repository where you can upload, view, and manage documents within myCAREERMAX. This includes uploading personal resumes, downloading tailored resumes & custom cover letters, and more.. It's designed to streamline your job application process, making it easier to manage and access your documents whenever you need them.

Key Features

- ❖ **Active Resume Display:** Keep track of your currently active resume, which is used by our AI tools to tailor job recommendations and applications.
- ❖ **Document Upload Functionality:** Easily upload a .docx file of your resume to keep your current Active Resume up to date with your latest skills and experience.
- ❖ **Document Management:** View/download, or delete any of your generated custom documents (Custom Cover Letter and Enhanced or Tailored Resumes) directly from the page





Upon logging into your myCAREERMAX account, navigate to the My Documents page accessible from the main dashboard. Here's what you can do:

Uploading a Document

1. Select the "**Browse**" Button: Click the button and browse your device to select the docx file you wish to upload. The platform currently only supports .docx format for resumes.
2. Upload Your File: Once selected, click the "**Upload**" button. A loading indicator will appear, showing the progress of your upload. Once complete, your document will be listed on the My Documents page.

Viewing Your Active Resume

At the top of the page, your active resume is prominently displayed in teal text, indicating the file name of the resume you've most recently uploaded. This feature helps you quickly identify which resume is currently active in your profile.

Managing Your Documents

- **Download:** Next to each document listed, you'll find options to download your documents either in PDF or .docx format, allowing you to access your files in the format best suited for your needs.
- **Delete:** If you need to remove a document, simply click the "Trashcan" icon in the furthest column to the right. A confirmation prompt will ensure you do not accidentally delete important documents.



Document Management Buttons

Two key buttons offer additional management capabilities:

- **Remove Active Resume:** Should you decide to no longer have an active resume on the platform, clicking this button will remove your current active resume from your profile.
- **Delete All Custom Documents:** For a clean slate, this option allows you to delete all custom documents at once. This includes custom cover letters and enhanced or tailored resumes. This does NOT delete your uploaded (Active) resume. To delete your resume, please use the “Remove Active Resume” button directly next to it.

Best Practices

To ensure a seamless experience on the My Documents page, consider the following best practices:

- **Regular Updates:** Keep your documents, especially your active resume, updated to reflect your latest skills, experiences, and achievements.
- **Document Format:** Upload resumes in .docx format to ensure compatibility with our AI tools, enabling them to provide you with personalized job recommendations and application assistance.
- **Organize:** Regularly review and manage your documents, deleting old or irrelevant files to keep your profile tidy and up-to-date.



My Saved Jobs



My Saved Jobs & Match Ratings

Click on the stars to reveal your job compatibility analysis

Apply	(1-5) ?	Job Title	Company
Apply Now!	★★★★★	POS Technical Support Manager	Merchant Industry LLC
Apply Now!	★★★★★	Information Technology Support Manager	Soni



The "My Saved Jobs" page is a crucial component of the myCAREERMAX app, designed to assist users in efficiently tracking and managing job opportunities of interest. This feature-rich page not only allows users to save job listings for later review but also offers a unique analysis of job compatibility directly within the platform. Below is an overview of the functionalities and features of the "My Saved Jobs" page, aimed at maximizing its utility for users.

Overview

Upon navigating to the "My Saved Jobs" page, users will see a well-organized interface that lists their saved job opportunities. The page is built to support users in their job search process, with functionalities for direct job applications and in-depth compatibility analysis. Each job listing is detailed with job title, company name, city, and a distinctive match rating analysis.



Features & Data Available In My Saved Jobs

- ★ **Job Listings Table:** At the heart of the page lies the job listings table, which displays saved jobs with several essential columns
- ★ **Apply Now Button :** A direct link to the application page for each job, encouraging users to take action towards their job search.
- ★ **Job Compatibility Score (1-5):** Displays a job compatibility score based on the user's profile versus the job requirements, visually represented by stars.
- ★ **Job Title, Company, City:** Provides key details about each job, helping users easily identify opportunities that align with their interests.
- ★ **Delete:** Enables users to remove jobs from their saved list, ensuring the focus remains on the most relevant opportunities.
- ★ **Match Rating Analysis:** A standout feature that provides users with a visual compatibility score (1-5 stars) for each saved job. While all users can see their overall rating, only MAX PRO Plan subscribers have the ability to click on the stars to unveil the Compatibility Analysis details. This analysis dives deeper into why a job may or may not be a good fit, based on the user's qualifications and the job's requirements.

Best Practices for Users

Regularly Review Saved Jobs: Maintain an up-to-date list of saved jobs by routinely reviewing and adjusting it according to your job search goals and changing interests.



Engage with the Match Rating Analysis: Use the match rating feature to understand at a glance how well you match with a job. For MAX PRO Plan users, clicking on the star rating for a deeper compatibility analysis can provide invaluable insights for tailoring your application and preparing for interviews.

The "My Saved Jobs" page serves as an indispensable tool for users of myCAREERMAX, offering a sophisticated suite of features to refine the job search experience. By leveraging this page, users can not only keep track of job listings of interest but also gain critical insights into their compatibility with potential roles. This functionality, particularly when combined with the exclusive benefits of the MAX PRO Plan, empowers users to approach their job search with increased confidence and strategic alignment.

Features & Tools

At myCAREERMAX, our mission is to empower your job search and career development with cutting-edge technology. Our platform offers a wide range of tools designed to enhance your job search experience, from AI-driven searches to comprehensive support in crafting your resume. Below, you'll find detailed information about the features available to you, whether you're accessing our free services or taking full advantage of the MAX PRO Plan.

Free Access Features

★ **Global AI Job Search**

Dive into a personalized job hunting experience with our Global AI Job Search. This feature analyzes your profile, preferences, and resume to bring you job listings that match your background and aspirations.





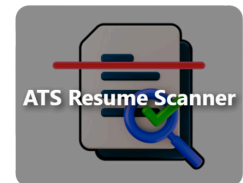
★ **My Saved Jobs**

Keep track of job listings that interest you with My Saved Jobs. This feature allows you to bookmark listings for later review, ensuring you don't miss out on any opportunities.



★ **ATS Resume Scanner**

Our ATS Resume Scanner provides instant feedback on your resume's compatibility with Applicant Tracking Systems (ATS). It gives you a score based on ATS friendliness and offers actionable tips for improvement, helping you increase your chances of getting noticed by employers.



★ **Resume Builder**

The Resume Builder guides you through the process of creating a professional resume step by step. While the free version offers limited AI assistance, it still provides valuable help in crafting a resume that stands out, with unlimited edits, updates, and PDF downloads.





MAX PRO Plan Features

Upgrade to the MAX PRO Plan for \$4.99 with a 7 day free trial and unlock the full potential of myCAREERMAX with unlimited access to every AI-powered tool we offer.

Recommended



MAX PRO

Unlimited search and unrestricted access to every AI powered tool that we offer. Generate custom cover letters and tailored, job-specific resumes with ease. Use our 1-click application kit for any job posting and prepare with our interview simulator.

\$4.99 per month

Start trial

This includes:

- ✓ AI Job Search - Global job search tailored and personalized to you
- ✓ 1-Click Kit - Custom Resume & Cover Letter for download within any job posting

- ✓ Resume Builder - Build an ATS optimized resume with the help of our AI
- ✓ Cover Letter Generator - Our AI will generate a custom cover letter for any job
- ✓ Resume Tailor - Our AI will tailor your resume for any job.
- ✓ Interview Simulator - Receive instant feedback to your answers from an AI expert
- ✓ Match Rating - In depth job compatibility analysis and rating
- ✓ ATS Resume Scanner - Optimize your resume for ATS: Score & tips in 1 click
- ✓ 24x7 Technical Support



MAX PRO Features include:

★ 1-Click Application Kit:

Technical Support Manager, Customer Experience
Aura
Austin

[Application Kit](#)

Document Type	Creation Date	Download	Delete
Enhanced Resume	2024-03-18		
Custom Cover Letter	2024-03-18		

Employment Type: Full-time
Work Environment: In-Person
Salary: Not specified
Benefits: Retirement, Dental, Health

[Apply Now!](#)

Job highlights
Identified from the original job post

Benefits:

- Collaborative and inclusive work environment with a focus on innovation and excellence
- Competitive salary and benefits package, including health insurance, retirement savings

Maximize the efficiency of your job application process with our innovative Application Kit feature, which revolutionizes the way you apply for jobs. With just a single click on the Application Kit button present in every job listing on our platform, you can instantly generate and receive a resume tailored specifically to the requirements of the job you're interested in, along with a personalized cover letter that complements your application. This streamlined process not only saves you valuable time but also significantly enhances the quality and relevance of your applications.

Upon activation, the custom documents created for you—your tailored resume and custom cover letter—are automatically linked within that specific job listing



for easy access. This means that you can download these crucial documents at any time that's convenient for you, ensuring that you never miss an opportunity to submit a top-notch application. Whether you choose to download PDF versions of your tailored resume or opt for a PDF or .docx format for your custom cover letter, the choice is yours, providing flexibility to meet your application needs.

Moreover, this feature is designed with your job search journey in mind. If you run a new job search and a previously viewed job listing reappears in your search results, the custom document download links will still be available, seamlessly integrated within the job listing. This continuity ensures that your efforts are preserved, allowing you to focus on applying to more jobs with ease and confidence.

For added convenience, copies of these custom documents are also saved in the "My Documents" section of your profile. This repository allows you to access and download your personalized application materials at any time, providing a centralized location for all your job application resources. Whether you're applying to multiple jobs or focusing on a select few, the Application Kit feature empowers you to present your best self to potential employers with minimal effort, making your job application process as smooth and effective as possible.

★ **Cover Letter Generator:**

Our AI generates personalized cover letters tailored to the job you're applying for, and our in-app full text editor gives you the freedom to make any tweaks or personal touches before saving or downloading. This ensures your

The screenshot shows the 'myCAREERMAX' app interface for the 'Custom Cover Letter' generator. At the top, it says 'Active Resume: Sample_Resume.docx'. Below this is a 'Choose file (DOCX)' button with 'Browse' and 'Upload' options. A note indicates 'Max file size: 10MB'. The form includes three required fields: 'Job Title', 'Job Description', and 'Company Name', each with a 'Required' label and a text input area.

The screenshot shows the 'myCAREERMAX' app interface for editing the custom cover letter. It features a rich text editor with a toolbar containing options for 'Normal', 'B' (bold), 'I' (italic), 'U' (underline), and other text formatting tools. The text content includes: 'John Doe', 'johndoe@email.com', '(123) 456-7890', '[Date]', '[RE: Software Engineer Position]', 'Dear Hiring Manager,', and two paragraphs of placeholder text. At the bottom, there are two buttons: 'Copy to Clipboard' and 'Save PDF to My Documents'.



cover letter not only stands out but also truly reflects your unique qualifications and personality.

★ **Resume Tailor:**

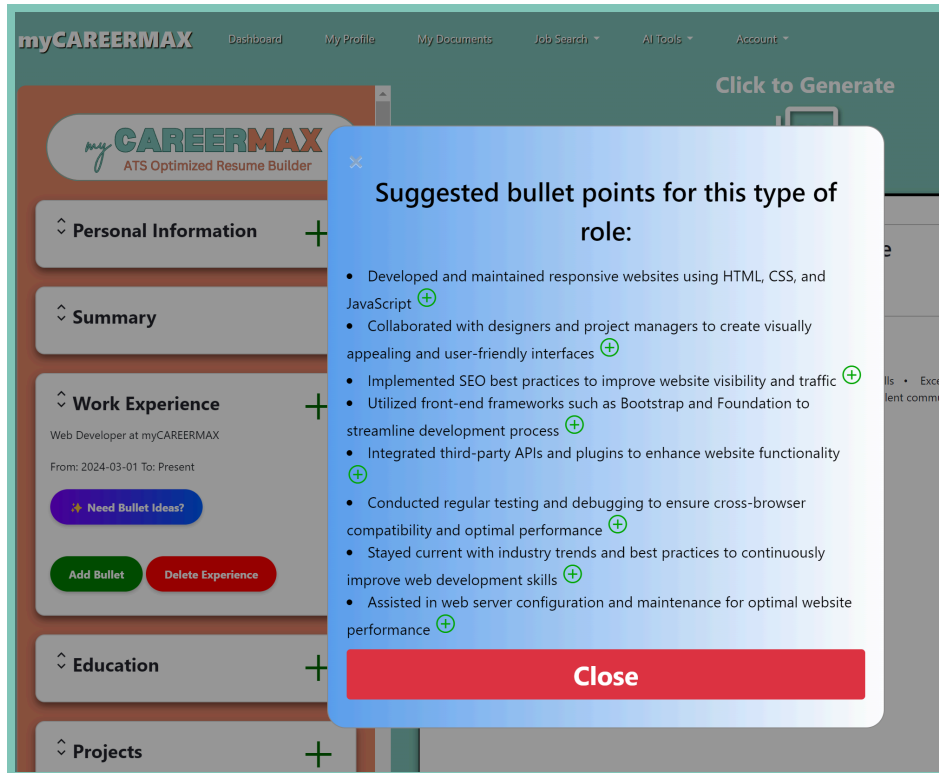
Leverage the power of artificial intelligence to tailor your resume for individual job listings, significantly boosting your chances of securing your ideal position. Our AI analyzes the nuances of each job description, aligning your resume's content with the key qualifications and skills sought by employers. This customization extends beyond simple keyword matching; it involves a deep understanding of the role's requirements and how your unique experiences and achievements position you as the perfect candidate. By fine-tuning each section of your resume, from the summary to the skills and experience, our AI ensures that your application stands out in a competitive

The screenshot shows the myCAREERMAX mobile app interface. At the top, the status bar shows the time 1:51 and signal strength. The app header is blue with a white hamburger menu icon and the text "myCAREERMAX". Below the header is a banner image with the text "Tailored Resume" in a stylized font. The main content area is white and contains the following elements: "Active Resume: Sample_Resume.docx" in green text, a green button labeled "Choose file (DOCX)", a grey button labeled "Browse", and a green button labeled "Upload". Below this is the text "Max file size: 10MB". There are two input fields: "Job Title:" with a "Required" label and a text input field, and "Job Description:" with a "Required" label and a larger text input field. At the bottom of the form is a red button with a star icon and the text "Tailor My Resume".

job market. With this targeted approach, you're not just submitting a resume; you're presenting a compelling case for why you're the ideal fit for the job, thereby enhancing your prospects of moving forward in the hiring process.



★ AI-Enhanced Resume Builder:



Transform your resume into a powerful tool in your job search arsenal with our advanced AI-driven platform. This cutting-edge tool is designed to overhaul every aspect of your resume, ensuring it not only grabs attention but also leaves a lasting impression on hiring managers. It starts by automatically generating dynamic bullet points that showcase your achievements and contributions in a compelling way, turning your experiences into persuasive narratives.

Our AI goes beyond mere formatting; it enhances your resume's content for maximum impact, choosing the right words and phrases that resonate with your industry and potential employers. It crafts concise, impactful summaries that

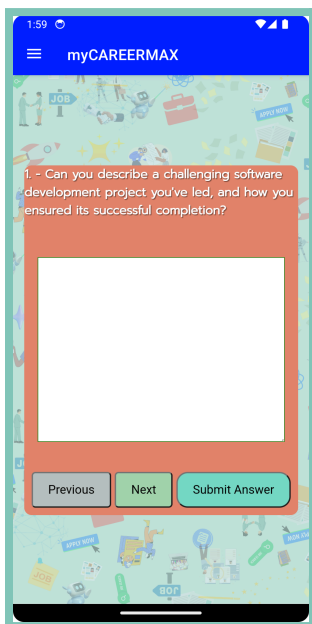


encapsulate your professional identity and aspirations, making sure you're seen as more than just a list of skills and experiences.

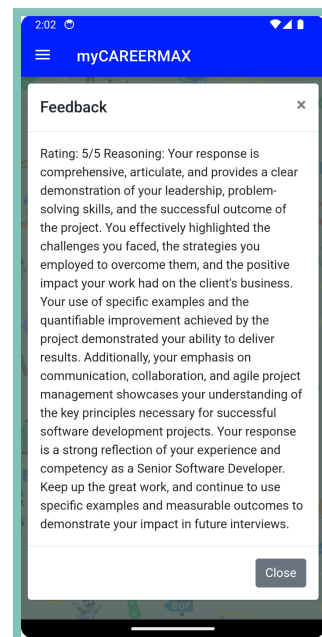
But that's not all – our tool is also adept at identifying and highlighting the key skills that are most relevant to the job you're applying for. By analyzing job descriptions and industry trends, it tailors your resume to fit the specific requirements of each position, ensuring that you're presented as the ideal candidate every time.

With our AI at your disposal, you're not just editing your resume; you're strategically enhancing it to meet the demands of the modern job market. This blend of AI precision and creativity unlocks the full potential of your resume, making it a true reflection of your professional caliber and ambition. Embrace the future of resume creation and give yourself the edge in your job search with our unparalleled tool.

★ Interview Simulator:



Elevate your interview preparation to the next level with our AI-powered simulator, designed to offer real-time, actionable feedback on your responses. This innovative tool not only simulates a wide range of interview scenarios but also analyzes your answers for content, clarity, and impact. It provides personalized suggestions for improvement, helping you refine your delivery, articulate your experiences more effectively, and enhance your



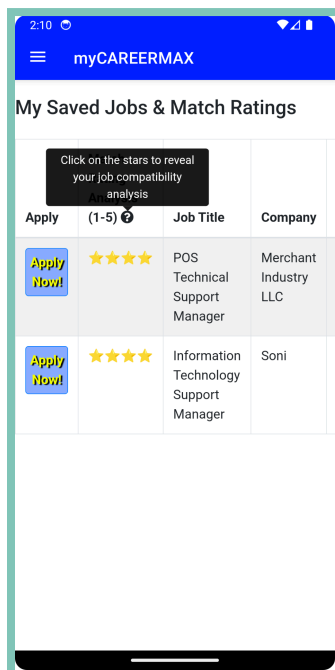
overall communication skills. Whether you're preparing for a technical deep-dive, behavioral questions, or case studies, our simulator adjusts



to your needs, offering tailored advice that mirrors the demands of your target role. This allows you to enter your interviews with confidence, backed by comprehensive preparation and insights into how you can best present your qualifications and achievements.

★ Match Rating:

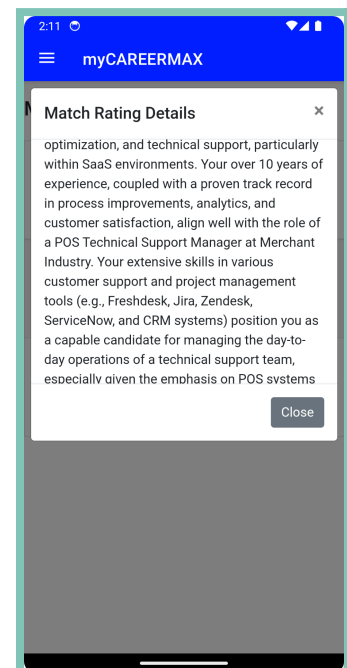
Dive deeper into your job search with our advanced job compatibility analysis feature, designed to meticulously evaluate how your profile aligns with the requirements of each job listing you're interested in. Every job you save on our platform undergoes a thorough analysis, comparing your background, experience, and skills against the job's qualifications and expectations.



This feature provides a clear, intuitive match rating system, ranging from 1 to 5 stars, allowing you to quickly gauge the compatibility of each position with your professional profile. A higher star rating signifies a stronger alignment between your qualifications and the job's requirements, helping you prioritize applications that are more likely to result in successful outcomes.

Clicking on the star icon unveils a detailed analysis and the rationale behind your match rating. This breakdown includes insights into which

aspects of your profile are particularly well-suited to the job, as well as areas for improvement or additional skills you might need to develop to enhance your compatibility. It also sheds light on the specific criteria



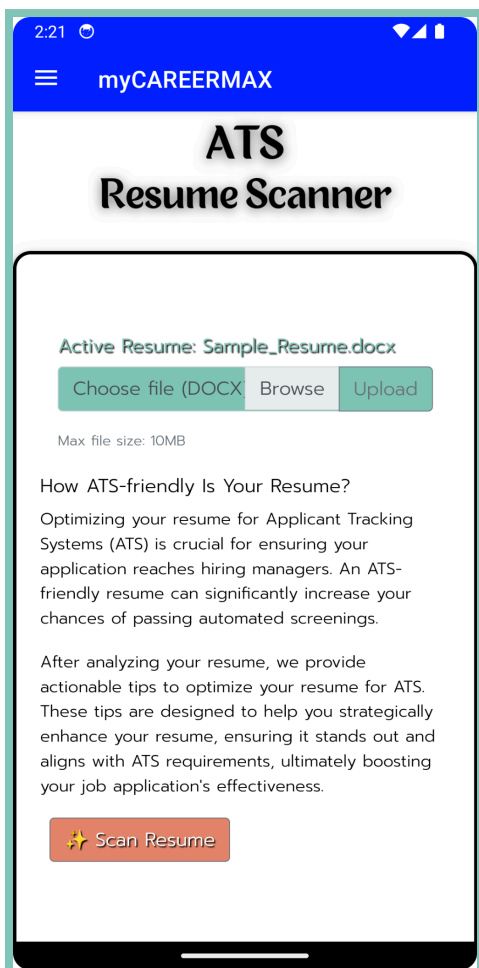


used in the evaluation, such as educational background, technical skills, work experience, and soft skills relevance.

Our job compatibility analysis is more than just a rating—it's a roadmap for your job search and career development. By understanding the strengths and gaps in your profile in relation to specific job listings, you can make informed decisions about where to apply, identify areas for professional growth, and tailor your application materials to better reflect the qualities employers are seeking. This feature empowers you to streamline your job search process, focus your efforts on the most promising opportunities, and ultimately, advance your career in the direction you desire.

★ **ATS Resume Scanner:**

Elevate your resume to the next level by harnessing the power of detailed insights and practical tips specifically designed to enhance its compatibility with Applicant Tracking Systems (ATS). These sophisticated systems are employed by employers to sift through vast numbers of resumes, screening them based on specific criteria such as keywords, skills, past employers, educational background, and more. Given the pivotal role of ATS in the job application process, ensuring your resume is optimized for these systems can significantly increase your chances of getting noticed.



Our platform evaluates your resume for its ATS compatibility, scoring its friendliness on a scale from 1 to 100. The analysis focuses on how well your resume meets the criteria sought by ATS algorithms, including the strategic integration of industry-specific



keywords and phrases. By embedding these keywords effectively throughout your resume, you enhance its alignment with job descriptions, significantly improving your visibility to potential employers.

In addition to keyword optimization, our insights cover the importance of a clear, logical structure that ATS can easily parse. This involves advice on formatting, such as the use of standard headings for sections (e.g., Work Experience, Education) and avoiding graphics or tables that could confuse the ATS.

Furthermore, we offer tips on how to showcase your skills and achievements in a way that resonates with both ATS and human recruiters. This includes guidance on quantifying achievements (e.g., "Increased sales by 20% within the first quarter") and highlighting relevant soft skills and technical expertise.

By following these tailored insights and tips, you can craft a resume that not only stands a better chance of making it past the initial ATS screening but also appeals to the human decision-makers who will ultimately read your application. Our goal is to help you present your professional background in the most compelling and ATS-friendly manner possible, ensuring your resume earns the attention it deserves in a competitive job market.

★ **24x7 Technical Support:**

Receive around-the-clock assistance for any queries or issues you might encounter.





Upgrading to MAX PRO

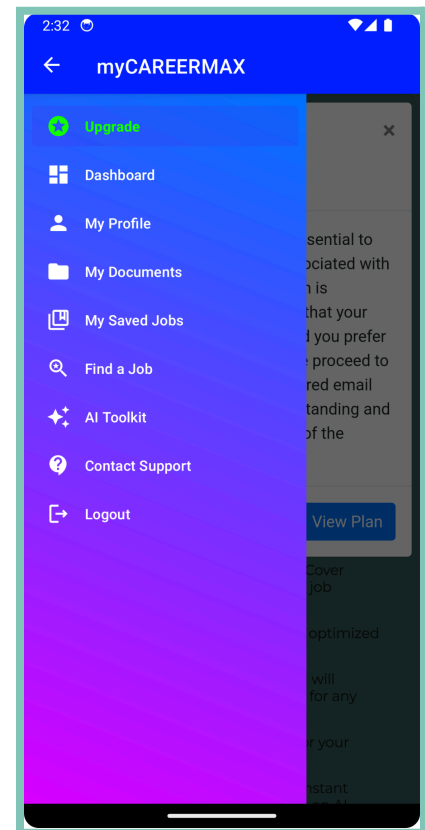
Elevate your job search experience by upgrading to MAX PRO, our premium plan packed with advanced tools and AI features to help you land your dream job. Follow this step-by-step guide to begin your journey with MAX PRO, including a 7-day free trial.

Step-by-Step Upgrade Guide

Navigate to Upgrade: Log in to your myCAREERMAX account and locate the "Upgrade" link in the navigation menu. This link is your gateway to unlocking all the premium features awaiting you.

Start Your Free Trial: Once you click on the "Upgrade" link, you'll be directed to the upgrade page. Here, you'll find the "Start Trial" button. Clicking on this button initiates the Stripe payment process, where you can securely enter your payment information to start your 7-day free trial.

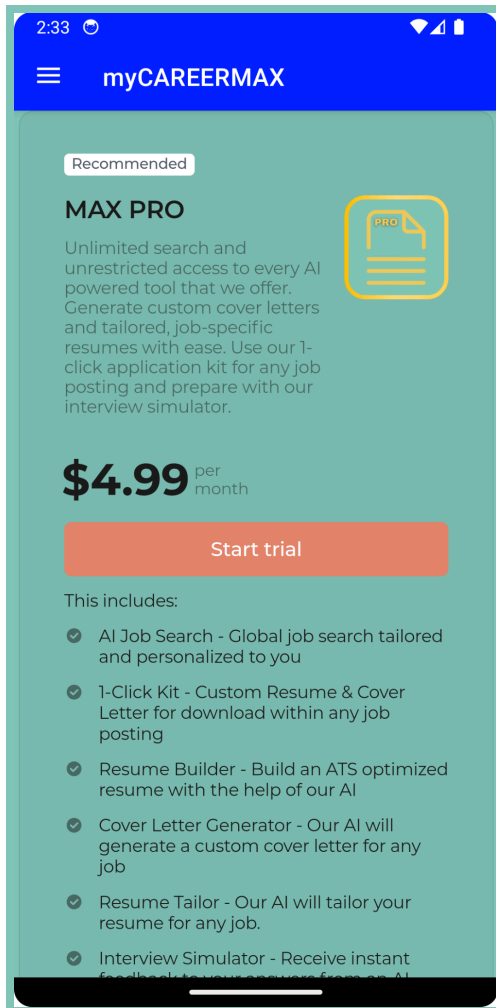
Confirm Your Email Address: During the subscription process, it's crucial to use the same email address that's currently associated with your myCAREERMAX account. This ensures that your account is correctly updated to reflect your MAX PRO status without any hitches.



Alternative Email Option: If you wish to use a different email address for your MAX PRO subscription, please proceed to create a new myCAREERMAX account using your



preferred email. This will allow you to enjoy the MAX PRO benefits under the new account.s



The Importance of Using the Same Email Address

Using the same email address for both your registration and payment is vital for a seamless upgrade to MAX PRO. It allows our system to accurately and efficiently upgrade your account status, ensuring you gain immediate access to all MAX PRO features without delay. An email mismatch may result in your account not being correctly updated, which could hinder your access to the premium tools designed to enhance your job search.

Should you encounter any issues or have questions about the upgrade process, our support team is always ready to assist. Simply contact us at support@mycareermax.com for prompt assistance.

By following these simple steps, you'll be on your way to unlocking the full potential of myCAREERMAX with MAX PRO. Get ready to

experience the ultimate job search journey, powered by our most advanced AI tools and features.



Account Management

At myCAREERMAX, we understand that having control over your account and subscription details is paramount. To provide you with the autonomy you need, the "My Profile" page features an "Account Management" section. Here, you can manage your subscription and personal data with ease.

Manage Subscription

Accessing the Stripe Customer Portal

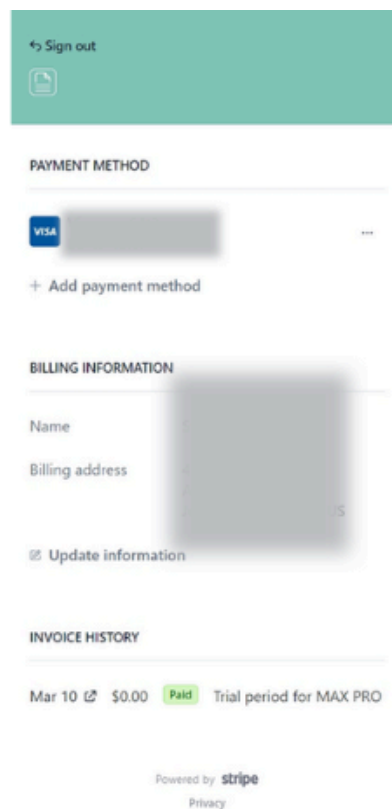
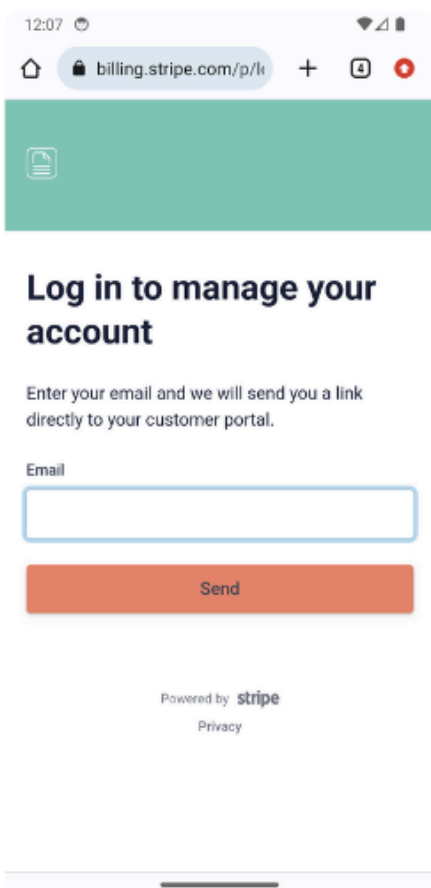
- **Direct Access:** The "Manage Subscription" button on the "My Profile" page takes you directly to the Stripe Customer Portal.
- **Subscription Management:** Within the portal, you can cancel your subscription or update your payment information seamlessly.
- **Continued Access Post-Cancellation:** If you decide to cancel your subscription, you'll retain access to your MAX PRO Plan until the end of the current billing period.
- **Renewal:** You also have the option to renew your subscription at any time before the end of the billing period, ensuring uninterrupted access to the PRO Plan features.

The screenshot displays the myCAREERMAX mobile application interface. At the top, there is a blue header with the time 12:13, a hamburger menu icon, and the text "myCAREERMAX". Below the header, there are three dropdown menus: "Desired work type" with "No Preference" selected, "Desired Compensation" with "\$100,000 - \$125,000" selected, and "Job Alert Notifications" with "Yes" selected. A blue "Save Changes" button is positioned below these menus. A horizontal separator line follows. Below the separator, the heading "Account Management" is displayed in bold, with a teal "Manage Subscription" button underneath. Another horizontal separator line is present. Below that, the heading "Account Removal" is displayed in bold, with a red "Delete My Account" button underneath. At the very bottom of the screen, a black home indicator bar is visible.



Steps to Manage Your Subscription:

1. Navigate to the "My Profile" page.
2. Scroll down to the "Account Management" section.
3. Click on the "Manage Subscription" button.
4. You'll be redirected to the Stripe Customer Portal, where you'll log in to manage your account.





Delete Account

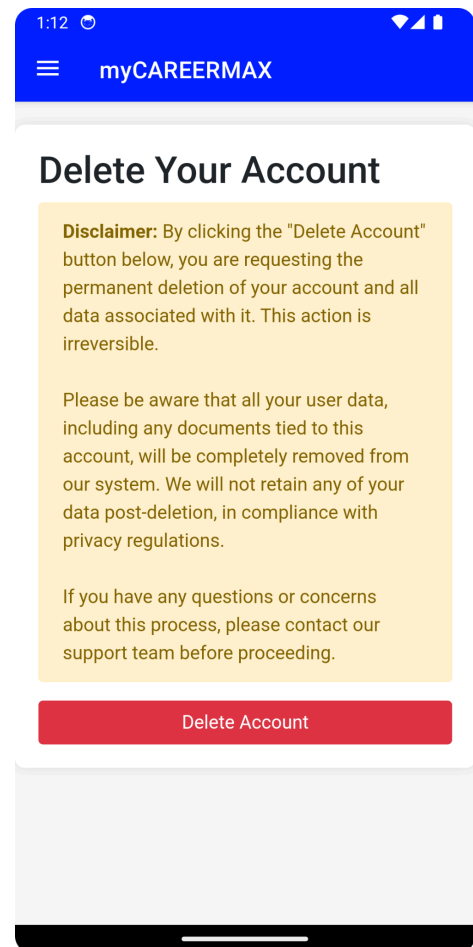
Permanent Account Deletion

- **Serious Action:** The "Delete My Account" button is for users who wish to permanently delete their account and all associated data from myCAREERMAX.
- **Irreversible:** This action cannot be reversed. Once an account is deleted, all data including documents, job history, and personal information, is permanently removed.
- **Considerations:** We recommend that you download any necessary documents or information before proceeding with account deletion.

Steps to Delete Your Account:

1. Go to the "My Profile" page.
2. Locate the "Account Removal" section at the bottom of the page.
3. Click on the "Delete My Account" button.
4. Follow the prompts to confirm that you want to permanently delete your account.

Before taking any action within the Account Management section, we advise that you review your needs and consider any changes carefully. For subscription management, ensure you understand the terms of service, especially regarding access





and renewal post-cancellation. When it comes to deleting your account, confirm you have saved all required information elsewhere, as recovery will not be possible after deletion.

By providing these direct management options, myCAREERMAX empowers you to have full control over your personal data and subscription preferences. Our commitment is to offer transparency and ease of use as you navigate your career journey with us. If you have any questions or require further assistance, our customer support is available to help you with any step in the process.

Customer Technical Support

At myCAREERMAX, we are committed to providing exceptional support to all our users, ensuring that your experience with our platform is as smooth and productive as possible. Whether you are a MAX PRO subscriber or a user of our free tier, our dedicated support team is here to assist you with any queries or issues you may encounter.

How To Contact Support

There are several convenient ways to reach out to our customer technical support team:

- **Email:** Send us your queries or concerns at [\[support@mycareermax.com\]\(mailto:support@mycareermax.com\)](mailto:support@mycareermax.com). Our team monitors this inbox diligently to provide timely assistance.



- **Contact Support Dashboard Tile:** Users can easily access support through the "Contact Support" tile located on the main dashboard. This option ensures that help is just a click away, directly within your user interface.
- **Contact Support Menu Link:** Additionally, the "Contact Support" button found in the navigation menu offers another straightforward avenue to get in touch with our support team, regardless of where you are on the site.



Expected Response Times

Our response times are tailored to meet the needs of all our users, recognizing the varying requirements of our MAX PRO subscribers and free tier users:

3:23 myCAREERMAX

Contact myCAREERMAX Support

Name

Email

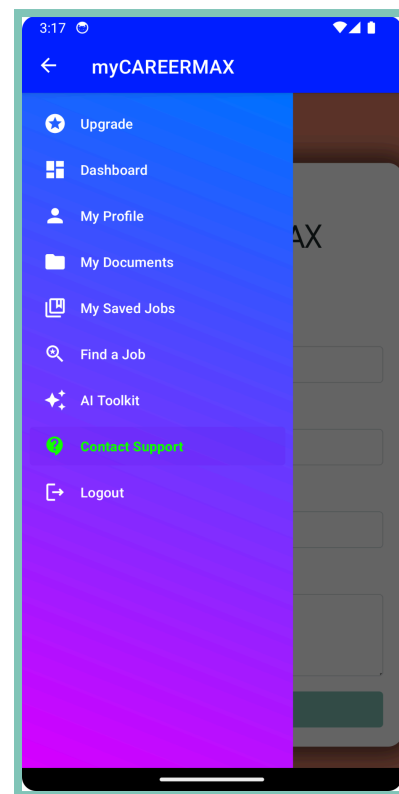
Username

Message

Submit

Free Tier Users: If you are using our free tier, you can expect a response within 1-2 business days. We strive to address all inquiries as promptly as possible, ensuring that your experience remains uninterrupted.

MAX PRO Plan User: For our MAX PRO subscribers, we offer round-the-clock support, 24/7. This premium support service is designed to provide immediate assistance, ensuring that any issues or questions you have are resolved with the utmost priority and efficiency.





At myCAREERMAX, we understand the importance of timely and effective support in your career journey. Our goal is to ensure that every user, whether on the free tier or MAX PRO plan, receives the help and guidance they need to make the most of our platform's features and services. If you have any questions or need assistance, please do not hesitate to reach out to our customer technical support team.

FAQs

Below you'll find answers to some of the most common questions our users have about using myCAREERMAX. Whether you're just getting started or looking to make the most out of our platform, we're here to help.

How do I sign up for myCAREERMAX?

Signing up is easy and only takes a few minutes:

- Visit app.mycareermax.com/register or click on the "Register" link from the login page.
- Fill out the registration form with your details.
- You will be redirected to the Login page with immediate access to sign in and start exploring myCAREERMAX!

Can I use myCAREERMAX for free?

Yes, myCAREERMAX offers a free tier that gives you access to basic features such as the Global AI Job Search, My Saved Jobs, ATS Resume Scanner, and the Resume



Builder with limited AI assistance. You can upgrade to MAX PRO anytime for advanced features.

How do I upgrade to MAX PRO?

Upgrade to MAX PRO by:

- Signing in to myCAREERMAX.
 - Clicking on the "Upgrade" link or navigating to app.mycareermax.com/subscription in the Nav Menu.
 - Selecting "Start Trial" to begin the Stripe payment process for your 7-day free trial.
- ★ Remember to use the same email address for your myCAREERMAX account registration and subscription payment to ensure your account is correctly updated.

What are the main benefits of the MAX PRO Plan?

MAX PRO users enjoy unlimited searches, unrestricted access to all AI-powered tools, custom resume and cover letter generation, 1-click application kit, interview simulator, 24/7 technical support and more.

How can I contact Customer Support?

You can reach Customer Support by emailing support@mycareermax.com, clicking the "Contact Support" tile on the main dashboard, or using the "Contact Support" link found within the navigation menu.



What is the expected response time for support queries?

Free tier users can expect a response within 1-2 business days.

MAX PRO users benefit from 24/7 support with priority response.

How do I upload my resume?

Upload your resume by using the file uploader at the top of the main dashboard page or by navigating to the "My Documents" page and using the file uploader there.

Ensure your resume is in a .docx format for optimal compatibility.

How does the AI Job Search work?

Our AI Job Search tailors job recommendations by analyzing your uploaded resume and profile details such as your desired job title and location. It matches you with the most relevant opportunities based on your background and preferences.

Can I save jobs I'm interested in?

Yes, use the "My Saved Jobs" feature to bookmark jobs you find interesting. You can access your saved jobs anytime from your dashboard. In addition to just saving the jobs, every job you save is passed through a job compatibility analyzer. The match rating (1-5 scale) and full detailed analysis are available on the My Saved Jobs page.

How does the ATS Resume Scanner work?

The ATS Resume Scanner evaluates your resume's compatibility with Applicant Tracking Systems by analyzing its structure, content, and use of relevant keywords. You'll receive a score from 1-100, along with actionable tips for improvement.



For more detailed information or if your question hasn't been answered here, please don't hesitate to contact our support team at support@mycareermax.com.