

# User guide



BY PAULINE,  
FOUNDER OF MYCVFACTORY

July 2025



I'LL START BY GIVING YOU AN OVERVIEW OF WHAT YOU CAN DO WITH MYCVFACTORY :

- ✓ **Create a punchy, professional CV** that meets market expectations
- ✓ **Optimize your existing CV** with the **Magic Boost AI**
- ✓ **Translate your CV to go international** with the **Go Abroad AI**
- ✓ **Practice interviews** with the **Reveal AI**
- ✓ **Have your CV, cover letter or even your LinkedIn profile proofread** by our coaches, recruitment experts!
- ✓ **Send unsolicited applications** to companies
- ✓ **Access a comprehensive library of resources** to help you succeed in your job search.



TO CONNECT TO THE MYCVFACTORY PLATFORM, FOLLOW THE INSTRUCTIONS :

- **Use the login URL** shared by your school, click on **Create an account** or **Login** if you already have one.
- You'll need to **confirm your e-mail** address to continue

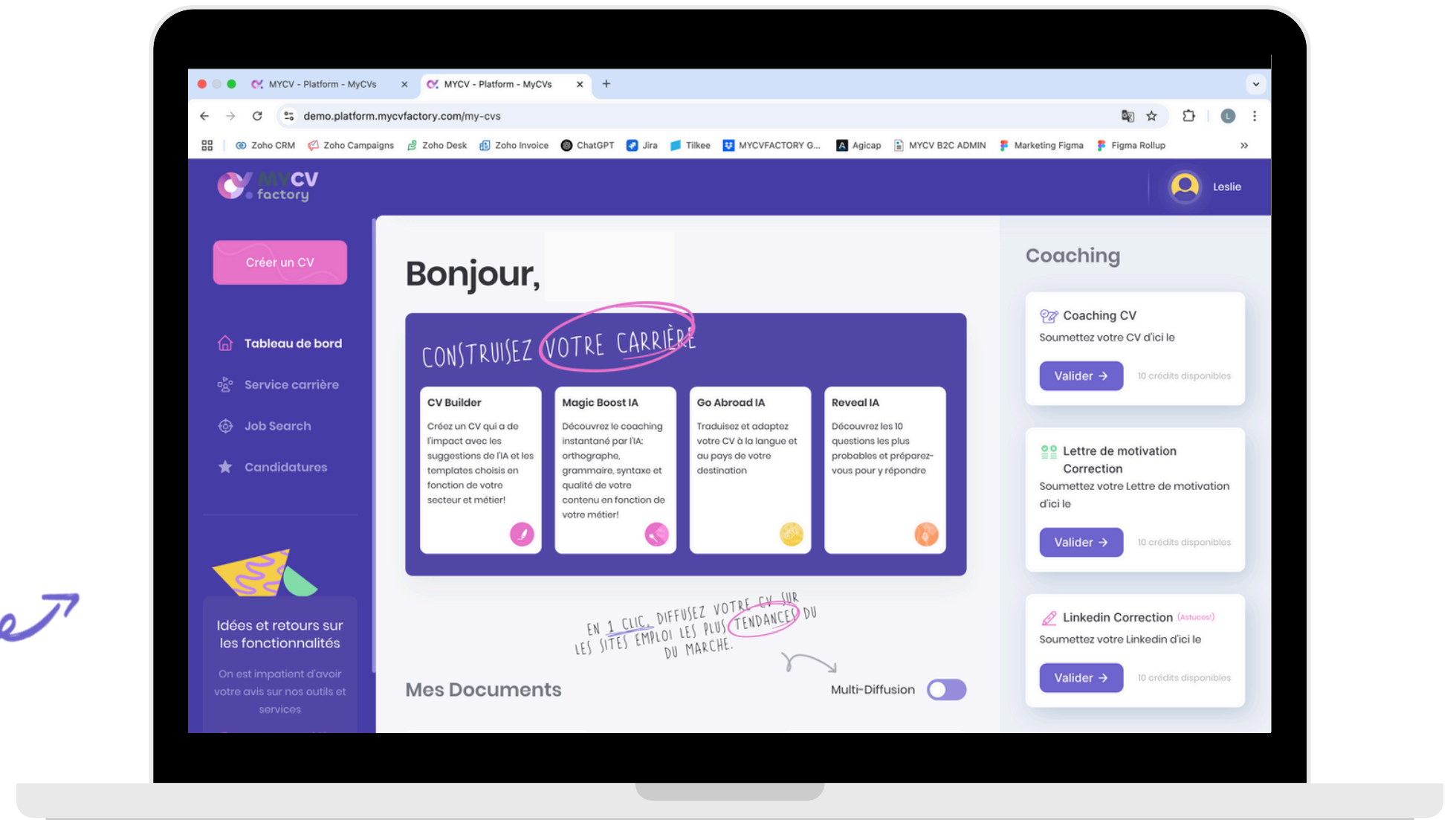


**Having trouble connecting? Contact us at [contact@mycvfactory.com](mailto:contact@mycvfactory.com)**



ONCE YOU'RE LOGGED IN, HERE'S WHAT YOU'LL SEE!

- This is your **dashboard**, with access to all MyCVFactory functions!
- On the left, you'll find other tabs such as the **career service** (free content), the **job search** (the list of job boards), the **application space** and more.





LET'S START WITH A TOUR OF OUR CV BUILDER! I'LL EXPLAIN HOW IT WORKS:

- **You create your CV** from scratch or **import an existing one**, and our tool retrieves the content!
- We generate a CV based on your profile and the position you are targeting, and you can **customize it as you wish** (templates, fonts, colors, sizes, section order, etc.).

The screenshot displays the CV builder interface. On the left, there are three main sections for customization: 'Personnaliser le modèle' (Personalize the model) showing two CV templates, 'Réorganiser les sections' (Reorganize sections), and 'Ajoutez du style' (Add style) with font and character settings. The right side shows a preview of the generated CV for Pauline Lahary, a 'Responsable Commerciale Tech'. The CV includes sections for 'PROFIL & OBJECTIF', 'FORMATION', 'COMPÉTENCES', and 'EXPÉRIENCE PROFESSIONNELLE'. A contact box is also visible on the right side of the preview.

**Pauline**

**Personnaliser le modèle**

**Réorganiser les sections**

**Ajoutez du style**

Polices de caractères

PRÉNOM: BEB... - 43 +

Emploi: ... - 11 +

**PAULINE LAHARY**  
Responsable Commerciale Tech

**PROFIL & OBJECTIF**

Etudiante en Bac+3/5, je suis à la recherche d'un poste d'assistante de manager qui me permettra de mettre en pratique mes compétences organisationnelles, mon sens de la créativité et ma rigueur. Passionnée par le travail d'équipe et aimant les défis, je suis convaincue de pouvoir apporter une réelle valeur ajoutée à votre entreprise.

**CONTACT**

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Basée à Paris  
Mon profil LinkedIn

**FORMATION**

2023, **DEMO**  
Programme Demo  
Master Management des Organisations

2021, **DEMO**  
Programme Demo  
Licence Gestion des Entreprises

**COMPÉTENCES**

Maîtrise de Microsoft Office (Word, Excel, PowerPoint) ★★★★★

Communication efficace et capacité à travailler en équipe (travail collaboratif) ★★★★★

Connaissance approfondie des outils de collaboration en ligne (Slack, Trello) ★★★★★

Capacité à gérer plusieurs tâches en même temps (gestion de projet) ★★★★★

Maîtrise de l'anglais et de l'espagnol (TOEFL : 95, DELE : B2) ★★★★★

**EXPÉRIENCE PROFESSIONNELLE**

MAI - AOÛT 2022  
**SOCIÉTÉ GÉNÉRALE**  
Assistante chef de projet

Coordination de projet, gestion de budget, suivi de projet avec équipe de 5 personnes  
**Réalisation**  
Réduction des coûts de 15% grâce à une analyse approfondie des processus internes

MARS - JUIN 2021  
**SOCIÉTÉ XYZ**  
Assistante RH

Gestion des recrutements, participation aux entretiens, gestion de la paie et des contrats de travail  
**Réalisation**  
Réduction du temps de recrutement de 20% grâce à une nouvelle stratégie de sourcing



NEED A QUICK BOOST? IA MAGIC BOOST IS JUST WHAT YOU NEED!

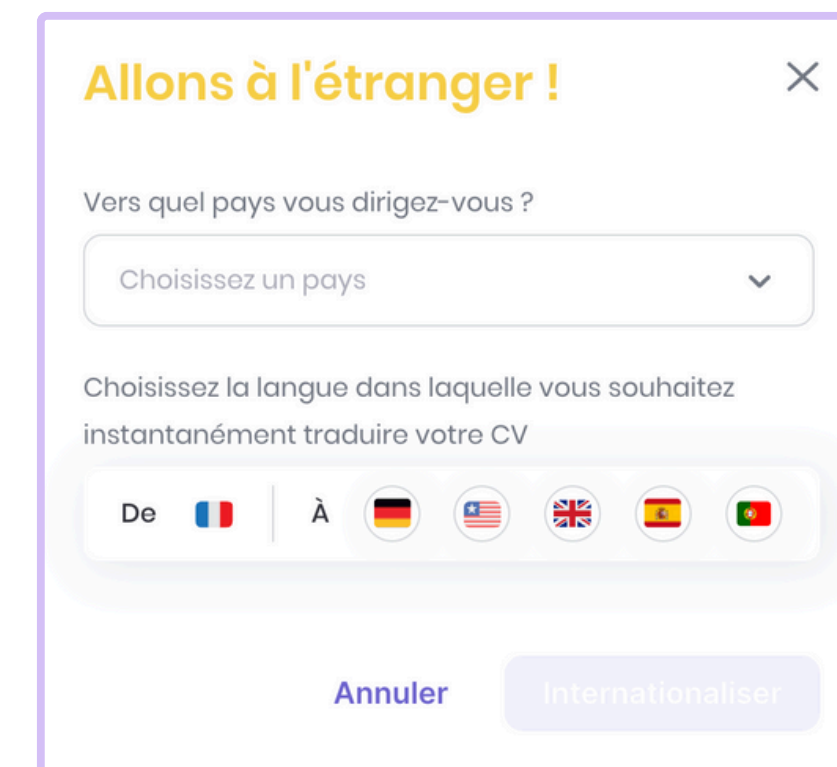
- Once your CV is complete, you can **apply the Magic Boost AI** from the CV Builder by clicking on the pink icon.
- In 1 minute, the Magic Boost AI reads the content of your CV and **makes suggestions for improvement**. No more spelling or syntax mistakes, and content optimized for your target job!





WANT TO CONQUER THE WORLD? USE IA GOABROAD!

- From the CV Builder, you can **apply the Go Abroad AI** by clicking on the yellow icon
- Choose your target country from the list, and the tool **will translate your CV and modify the template to match the country's expectations.**
- You'll also get **country-specific tips** and tricks for your job search.





IA REVEAL IS HERE TO HELP YOU PREPARE FOR FUTURE INTERVIEWS!

- From the CV Builder, you can **use AI Reveal by clicking** on the orange icon
- A chat with my virtual profile opens up, and I ask you the **10 questions you're most likely to get in an interview**, based on your CV and the position you're aiming for!
- You can download **the list of questions** as a PDF for practice.



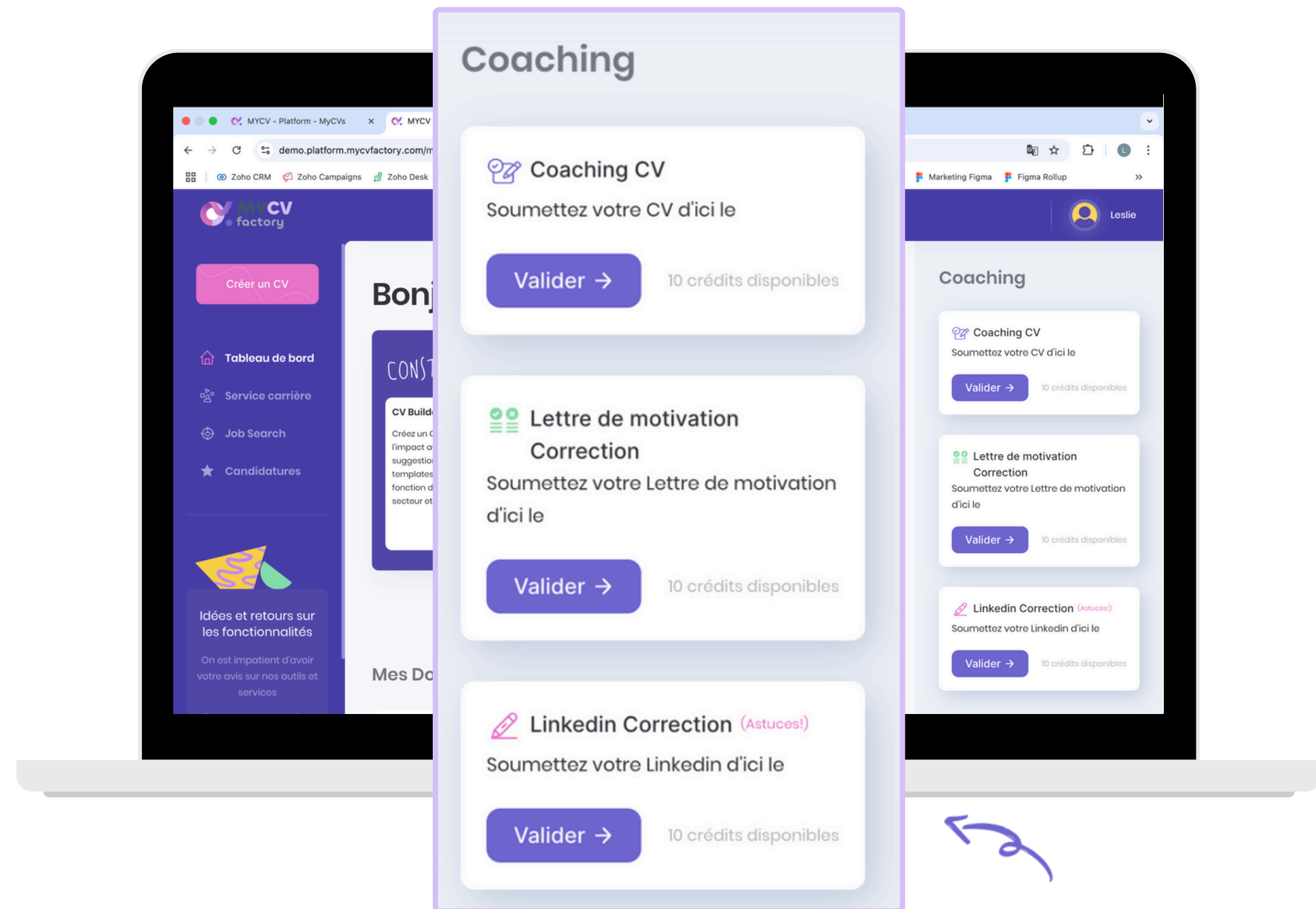
Question #1:

- Pouvez-vous nous donner un exemple de la façon dont vous avez utilisé Google Analytics pour influencer une décision commerciale ?



WOULD YOU LIKE TO HAVE YOUR RESUME OR COVER LETTER PROOFREAD BY ONE OF OUR EXPERTS?

- If you're eligible for this free proofreading service, you'll be able to **send your CV, cover letter and even your LinkedIn profile** for correction, via your dashboard!
- Send **your document for proofreading**, and you'll receive a notification within 3 days with the correction!





# Any questions?

My team is available to answer your questions:  
**[contact@mycvfactory.com](mailto:contact@mycvfactory.com)**

