

# Your first ten minutes, and every day after

Role Scout reads the resume you upload, shows you honestly where you fit, and tailors a version for any role without adding anything you did not say. This page walks you through it.

## **Every line stays yours**

Nothing is added to your resume. Only lines you confirmed are ever used.

## **Every score is honest**

A low number tells you the truth about a role. It is information, not a fault.

## **Your data stays in Canada**

Nothing is shared unless you share it yourself.

# Your first ten minutes

Five stops, in order

The home page shows these five stops as a rail with check marks. Each one unlocks the next.

1

## PREFERENCES

### Tell us what you are looking for

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#### Do this

Choose your country of search, add the job titles you want, and pick your seniority.

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#### You will see

A short form. The titles become small chips.

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#### What it means

Only roles in your country, plus fully remote worldwide roles, are ever shown to you.

**Tip.** Short, precise titles work best. Service Desk Analyst finds more of the right roles than Manager.

2

## UPLOAD

### Upload your resume

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#### Do this

Upload one file, PDF or Word, up to fifteen pages.

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#### You will see

A short wait while Role Scout reads it, then your resume as a list of lines.

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#### What it means

Role Scout works line by line. Every later step points back to these lines.

3

#### REVIEW

### Check what was read

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#### Do this

Read the lines. Fix anything that was read wrong. Remove anything that should not be there.

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#### You will see

Your resume, section by section, each line editable.

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#### What it means

You are the editor. Role Scout never changes a line on its own.

4

#### ATTEST

### Confirm every line is true

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#### Do this

Press **Every line above is true** to confirm the lines are accurate and yours.

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#### You will see

A confirmation moment and a Version 1 stamp on your resume.

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#### What it means

This is the promise behind everything Role Scout produces. Tailoring and matching stay switched off until you attest.

**Good to know.** Upload a new resume later and attest again. The version number goes up and your matches refresh.

## MATCHES

## See where you fit

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**Do this**

Open Matches. Read the score and the reasons on each card. Dismiss any you do not want.

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**You will see**

Roles from your country, each with a score out of 100, a plain sentence on why, your strengths, and the gaps.

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**What it means**

Only roles that fit at 50 or above are shown. Below that, Role Scout would rather show nothing than something misleading.

**Seeing no matches?** That is an honest answer for today. New roles arrive every week. Widening your titles or seniority in Preferences also helps.

## Found a role somewhere else?

Job Bank, LinkedIn, an employer site, anywhere. Bring it in and Role Scout treats it like a match.

1. On Matches, press **Tailor for a posting you found**.
2. Paste the link, type the title, and paste the full posting text.
3. Press **Save and open**. The card appears with a Your posting badge and is scored within seconds.

## Tailor your resume for a role

On any card, press **Tailor my resume for this role**. It takes a few minutes because every line is checked against your attested resume.

1. Reworded lines are marked in amber so you can see exactly what changed.
2. Press Show all sources to see which of your lines each new line came from.
3. You have ten tailorings a day. The counter is on the card.

## Get the rest of the pack

Once a role is tailored, press **Generate cover letter** for a cover letter and **Build my plan** for a 30, 60 and 90 day work plan. An interview preparation pack arrives on its own once you set the application status to Interview. Each one is built from your attested lines and the posting, nothing else.

## Apply, share, and track

Press **Download PDF** or **Download Word**, then apply on the original posting (the View the posting link takes you there). If an employer wants to confirm the resume was checked, press **Enable sharing** and then **Copy link**. Applications keeps your list in one place.

# The marks you will see on screen

What each one means



**Score ring.** How well the role fits your attested resume, out of 100. The sentence next to it explains why. It never changes colour; a 42 is as honest as a 92.

**Verified**

**Verified banner.** Every line in this document was checked against your attested resume. It also shows which version it was verified against.

**Reworded**

**Amber chips.** This line was reworded or merged for the role. Click to see the original lines it came from. Unchanged lines carry no chip.

**YOUR POSTING**

**Your posting.** A role you brought in yourself. It is private to you, scored like any other match, and never shown to anyone else.



**Teal check and open circle.** On a coverage report, a check is something the posting asks for that your resume shows. An open circle is a gap. Gaps are information, never a warning.

**Modified after verification**

**Modified after verification.** You edited a tailored document after it was checked. Press Tailor my resume for this role again before you share it, or the verification link will say so.

**Declined**

**Role Scout declined to tailor.** A truthful version for that role could not be built from your attested lines. Your resume stays untouched. Try again, or try a closer role.

**1 OF 10 USED TODAY**

**Daily counter.** Tailorings used today. It resets every day.

## If something looks wrong

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### **Matches is empty.**

Check that your resume is attested (the rail shows a check on Attest, after you pressed Every line above is true). Then widen your titles or seniority in Preferences and save. New roles are added every week.

### **A card has been in progress for a long time.**

Tailoring takes a few minutes. If it passes ten, refresh the page. If it is still in progress, it will recover on its own within the hour.

### **A line was read wrong from my resume.**

Go to Resume, fix the line, and attest again. Everything downstream updates from the new version.

### **I pasted a posting and got an error.**

The message tells you what to fix: the link must start with http, the title must be at least three characters, and the text must be at least 200 characters.

### **Something else.**

Use Send feedback at the bottom of any page. A person reads it.

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Role Scout is a PostaraTrend Technologies Inc. service. Calgary, Alberta. Your data stays in Canada.

[How it works](#)