

JOBSCHANCE — Candidate User Guide

AI-Powered Recruitment Platform

1. About JOBSCHANCE

JOBSCHANCE is an AI-powered recruitment platform that helps candidates discover and apply for relevant job opportunities.

JOBSCHANCE uses AI to support **CV parsing, job recommendations and cover letter creation**, helping candidates make the recruitment process easier and more efficient.

2. Create Your Account

1. Open **JOBSCHANCE**.
2. Click **Sign Up**.
3. Select **Candidate**.
4. Enter your details and create your account.

You can also **sign up or sign in** using **Google** or **Apple**.

If you sign up using your email address, you will receive a verification email. Open the email and click the **verification link** to verify your account.

3. Create Your Profile

Upload your CV to automatically fill your candidate profile with relevant information, including:

- Personal details
- Education
- Work experience
- Skills
- Professional information

Once your CV is parsed, review the information and make any necessary changes. You can also add or update your profile picture.

A complete profile helps JOBSCHANCE better understand your skills and experience.

4. Search for Jobs

Use the **Browse Jobs** section to discover available opportunities.

You can explore jobs based on relevant information such as:

- Job title
- Location
- Category
- Experience level
- Job type

Open a job to view its full details and requirements.

You can also **save jobs** to apply later. Saved jobs can be viewed from your **Candidate Dashboard**.

5. Apply for a Job

1. Open a suitable job.
 2. Click **Apply Now**.
 3. Use **AI Cover Letter** to create a tailored cover letter, if required.
 4. Review and edit the cover letter if needed.
 5. Submit your application.
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6. Job Recommendations

JOBSCHANCE can recommend relevant job opportunities based on your **profile, skills and experience**.

You may receive job recommendations through **email and app notifications**.

Keeping your profile and CV up to date can help improve the relevance of your recommendations.

7. Applications

You can check your submitted applications through your account and monitor updates from employers.

8. Interviews

If an employer wants to interview you, you will receive an interview request.

You can view:

- Interview date
- Interview time
- Meeting link, where provided

Interview updates and notifications may be received through **email and app notifications**.

9. Mobile App

The **JOBSCHANCE mobile app** is available on **Android and iOS**, allowing candidates to access key recruitment features from their mobile devices.

Download the JOBSCHANCE app:

Google Play Store — <https://play.google.com/store/apps/details?id=com.moeed.jobschanal>

Apple App Store — <https://apps.apple.com/pk/app/jobschance/id6765724020>

10. Tips for Better Results

- Keep your profile and CV up to date.
- Make sure your skills and experience are accurate.
- Apply for jobs that match your skills and experience.
- Review your AI-generated cover letter before using it.
- Check your email and app notifications regularly.