



How to Use 81Hire

A practical guide to building truthful, job-specific applications

V1.15 customer guide

81Hire gives you one private place to store your career materials, compare your experience with job opportunities, review suggested changes, create application documents, and track what happens next. This guide shows the intended workflow and explains what each major screen is designed to help you do.

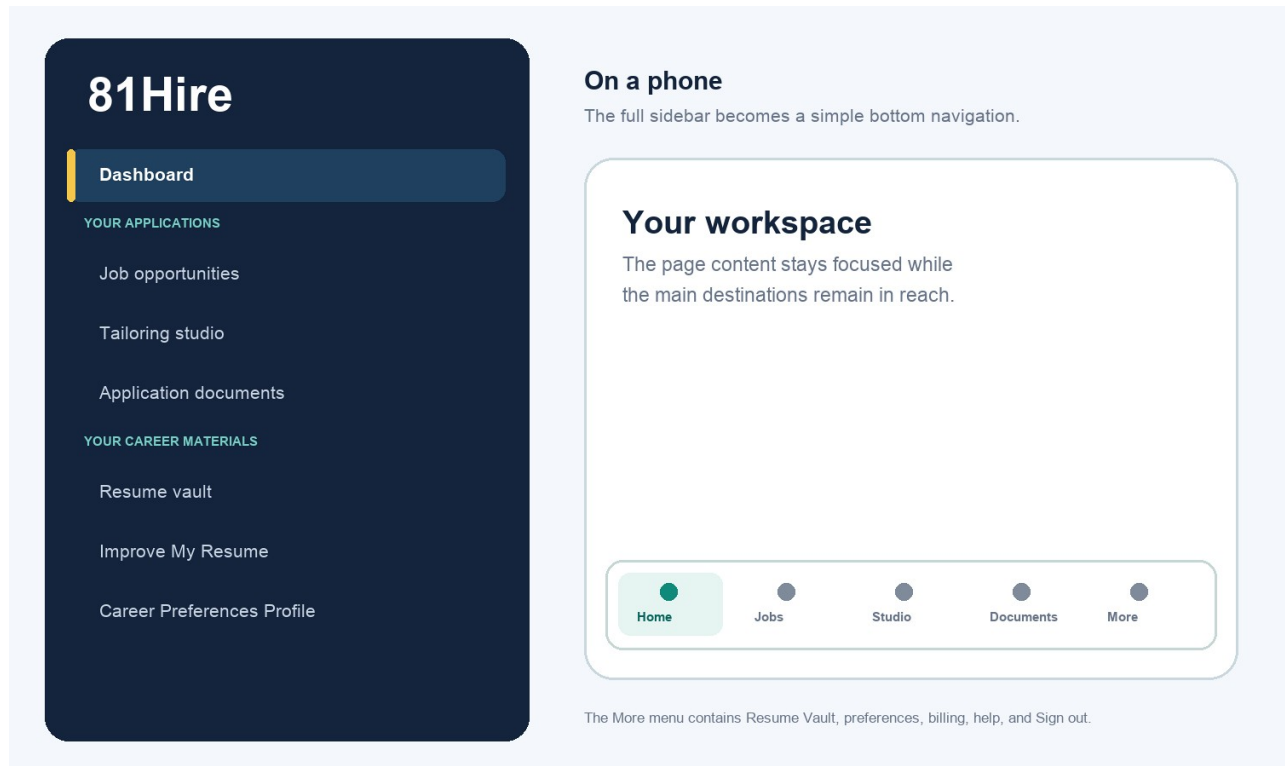
The simplest way to use 81Hire

1. Add or confirm your Main Resume in the Resume Vault.
2. Add a job opportunity and let 81Hire compare the role with your documented experience.
3. Open Tailoring Studio to review the match, add any optional truthful context, and then approve or reject every proposed change.
4. Create the approved resume, download your application documents, and update the job when you apply.

Created by **365NCC**

Understand your workspace

On desktop and tablet, the left navigation keeps the most common customer journey in order. At phone widths, a bottom navigation keeps Home, Jobs, Studio, Documents, and More within thumb reach. A Skip to main content link appears on keyboard focus, breadcrumbs show where you are, and Back to job returns to the exact opportunity you were reviewing. Use the moon or sun button to switch between dark and light mode; the browser remembers your choice. The workspace search can find resumes, jobs, documents, and destinations such as Membership & Billing, Career Preferences, Help & Support, or Resume Vault.



Desktop uses the full sidebar. Mobile uses a five-item bottom navigation; less-frequent destinations are under More.

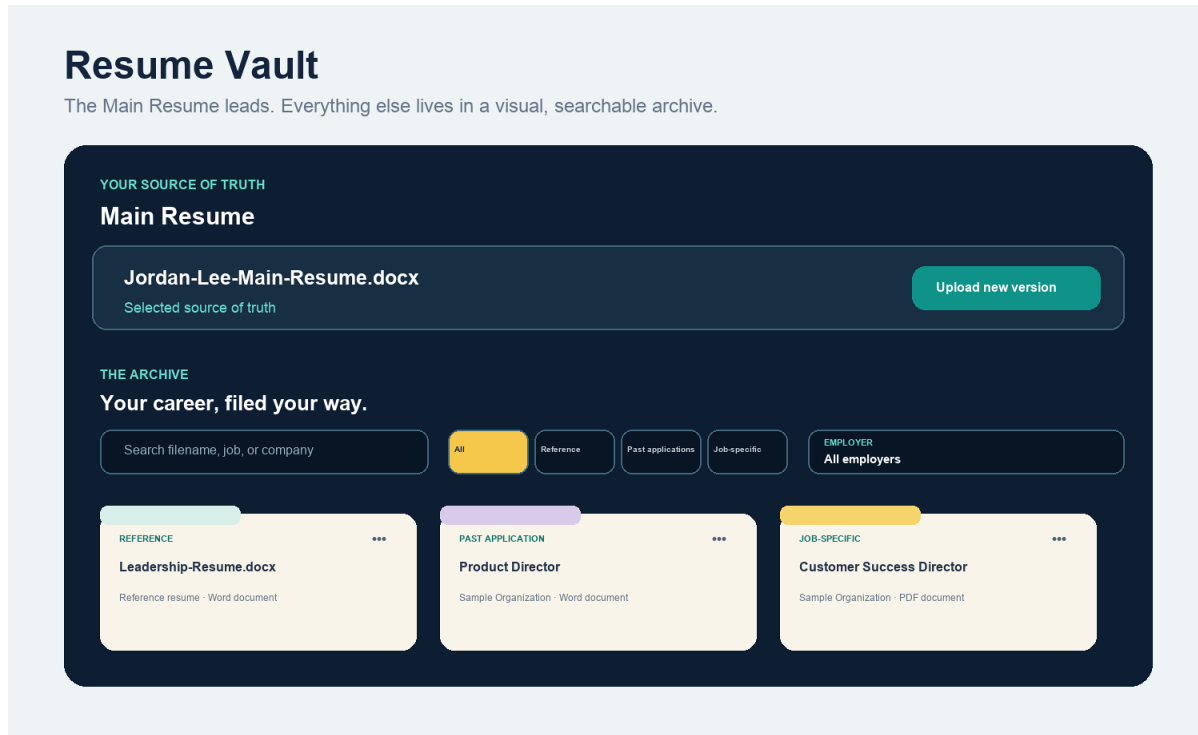
What each area is for

- **Dashboard:** see your current progress and the most useful next action.
- **Job opportunities:** add and compare roles you are considering.
- **Tailoring Studio:** review the evidence, add optional context, decide on recommendations, and preview one job-specific resume.
- **Application documents:** download the tailored resumes and cover letters you created.
- **Resume Vault:** manage your Main Resume and keep older source material available.
- **Career Preferences Profile:** describe the work you want, your working style, and what you want to avoid.

STEP 1

Add your Main Resume

Your Main Resume is the source of truth 81Hire uses first. Choose the most complete and accurate version you have, even if it is not perfectly formatted.



Resume Vault presents the Main Resume as the source of truth and organizes other files in a visual, searchable archive.

Use the vault with purpose

- Use Add resumes to upload Word or PDF files. Each file can be up to 15 MB.
- Use View to confirm the Main Resume inside 81Hire. Browser previews may simplify a few Word-specific visual details, so Download original remains available for exact file review.
- Use Upload new version to replace the Main Resume while preserving earlier source material.
- Search by filename, job, or company, then filter by resume type, employer, or status and sort by date or name. General Reference Resumes appear under Uploaded resumes because 81Hire does not guess an employer from a filename; Past Application Resumes use the employer you provide.
- Open What do the resume types mean? when you need a reminder: Main is the primary source for analysis, Reference is broader supporting history, Past Application is a file used for a specific employer or role before or outside 81Hire, and Job-specific is a tailored resume created by 81Hire for one opportunity.
- Open the three-dot menu for Preview, Download, or Use as Main. These less-frequent actions stay available without crowding every row.
- Keep older resumes when they contain real experience or wording that may help a future application.
- Archived job materials stay connected to the archived job so your active workspace remains easier to scan.

Complete the Main Resume readiness checklist

Main Resume Readiness refers to the resume marked Main. It is a general checklist—not a personalized AI critique of the file. Prompts such as Improve, Verify, or Clarify capture decisions only you can make, and they do not silently rewrite your resume.

MAIN RESUME READINESS

Three checklist items need your judgment

0 /3 answered

IMPROVE

Choose a practical length target

Answer question

VERIFY

Verify dates, titles, and overlaps

Answer question

CLARIFY

Capture evidence behind strong claims

Answer question

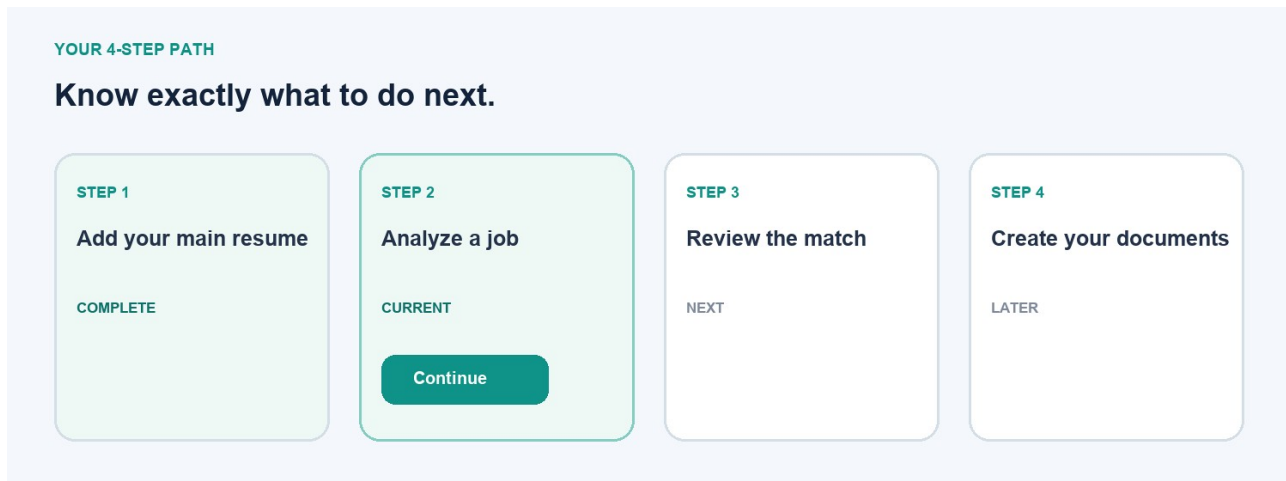
The readiness checklist captures your decisions about the Main Resume and retains your saved answers.

1. Read the issue and why it may matter to a recruiter or an application system.
2. Open the prompt and add the truthful context only you can provide.
3. Save the answer. 81Hire can then use that trusted context in later tailoring work.

STEP 2

Analyze a job opportunity

Add a job link or paste the job description. 81Hire compares the role with your Main Resume and other trusted career context, then saves the result with that opportunity.



The four-step path keeps the complete application workflow visible.

What happens after Analyze

- 81Hire creates a compatibility score and explains the evidence behind it.
- The role is saved so you can return without paying for an accidental duplicate analysis.
- Your next step is Review the match, which opens Tailoring Studio for that job.
- A lower score is not a failure. It can show genuine gaps, missing evidence, or a role that may not fit your current goals.

STEP 3

Review the match in Tailoring Studio

Tailoring Studio is the decision center for one job. Nothing proposed becomes part of the finished resume until you approve it.

The screenshot displays the 'Tailoring Studio' interface. At the top, it says 'Review the match, approve every change, and preview the document before creating it.' Below this is a 'MATCH ASSESSMENT' section for the job 'Customer Success Program Lead' at 'Example Company'. It shows an '82% match' and '7 of 9 required items supported' with a progress bar. To the right, a box indicates '4 approved' and '2 awaiting review', with a prompt to 'Continue through the steps below'. A progress bar at the bottom shows four steps: '1. Match', '2. Questions' (highlighted in orange), '3. Changes' (highlighted in orange), and '4. Preview'. Below the progress bar is a 'REVIEW EVERY CHANGE' section with two rows: 'HEADLINE' (Customer experience leader vs. Customer success and enablement leader) and 'SUMMARY' (Experienced cross-functional leader vs. Leader focused on adoption and customer outcomes). Each row has a 'REVIEW' button. At the bottom, it says 'STEP 3 OF 4' and 'Continue to Preview' with a button.

Tailoring Studio follows four clear steps: Match, optional Questions, Changes, and Preview.

Work through the tabs

- Match explains the score and the job-language coverage.
- Evidence coverage summarizes how many required items have clear support in your Main Resume. Missing and unsupported items do not count as covered; open Match to review the evidence behind every item.
- Questions comes next so you can add truthful context before deciding which wording suggestions to use. Questions are optional, and “No” is a valid answer.
- Changes lets you edit, accept, or reject suggestions. Confirmed Accept all remaining and Reject all remaining actions are also available.
- Changes that still need a decision use a pale gold background, stronger border, and an exact count such as 2 to review. Optional questions show their remaining count without presenting them as required work.
- A step footer provides Back and Continue actions. Preview unlocks after every proposed change has a decision.
- Preview shows the document before you create it.
- Preview warns when the draft may run beyond two pages so you can adjust spacing or content before generating the file.
- Create or Rebuild appears only after you reach Preview, so the document is reviewed before a new Word or PDF file is generated.
- 81Hire continues to apply document-safety and readability checks behind the scenes without adding a separate review step.

Know when to run compatibility

Run compatibility starts a fresh comparison for the selected job using your current Main Resume, saved career preferences, and the job posting. Use it after you materially change your source resume, add meaningful answers, or update the job description. You do not need it simply to reopen a saved review.

Finish the review

1. Review Questions and provide only information that is true and supportable. You may leave any question unanswered.
2. Open Changes and review each suggestion. Accept what strengthens the resume, edit wording first when needed, or reject what you prefer not to use.
3. Edit proposed wording before accepting it when you want a more accurate voice.
4. Use Continue to Preview after every proposed change has a decision, then check structure, template, font, spacing, and section order.
5. Create or rebuild the resume from Preview after the document looks right.

Every recommendation should remain grounded in your career history. You are responsible for reviewing the final document for accuracy before sending it to an employer.

81Hire uses a simple single-column document structure with ordinary headings, paragraphs, and bullets to support human readability and common ATS parsing. No layout or keyword strategy can guarantee an interview because employers use different systems and selection criteria.

STEP 4

Create and use your application documents

After your review is complete, create the approved resume. 81Hire saves it in Application Documents, where one clear View resume action opens the file and More options keeps downloads and file management close without crowding the page.

Application Documents

Open the resume first. Downloads and file management stay under More options.

	Program Manager Example Company 86% match	Applied 09/25/2026	View resume	More ...
	Customer Success Director Sample Organization 78% match	Applied Not yet applied	View resume	More ...

The streamlined document list keeps each tailored file connected to its match score, company, job, and application status.

- Use View resume in Application Documents or Job History to preview the same Word file that 81Hire generated. Browser fonts can vary slightly, so download Word for the authoritative document.
- Open More options to download Word or PDF, return to the original job, archive the file, or delete it.
- Download Word when you want an editable file or PDF when you want a stable layout.
- If you save new clarification answers, approved wording, or document settings after creating a resume, Tailoring Studio marks an update as available. Use Rebuild with latest answers; 81Hire keeps the current file active until the replacement succeeds, then archives the earlier version.
- Turn on Applied and add the date after you submit the application.
- Add a private note when you want to remember why you continued, paused, or passed on a role. A small note icon appears beside the company in Job History; select it to review or edit the note.
- Archive a job when it is no longer active. Its connected materials remain available in your history.
- Delete only when you no longer need the record or its connected materials.

Improve your resume without a job posting

Improve My Resume provides a private review for any Word or PDF document in Resume Vault. It identifies strengths, priorities, consistency issues, resume-readability concerns, and questions without changing the selected file. Resume readability checks whether clear headings, readable text, conventional sections, and a text-based structure can be processed by common employer recruiting software, often called an applicant tracking system or ATS. It is not an employer-specific score and does not guarantee an interview.

- Choose a resume, confirm the private AI review, and select Review this resume.
- Review the saved results and expand any category that needs attention.
- Select Apply these improvements only when you want a new Word copy. Confirm the action in the prompt; 81Hire keeps the original unchanged and saves the improved copy in Resume Vault.
- Use Career Evidence Library to record employment, projects, accomplishments, skills, education, or certifications that your Main Resume does not yet contain. Draft evidence is never added to a resume until you confirm it.
- Choose confirmed evidence and select Create updated copy when you want a new Main Resume candidate. The current Main Resume remains unchanged until you review the new file and choose Use as Main in Resume Vault.
- Questions and undocumented gaps remain questions. 81Hire never turns them into experience claims.
- A completion notice confirms when the review or improved copy is ready. If a request fails, the notice explains what happened and offers a retry when it is safe to do so.

Organize older application resumes

Resume Vault separates four document types. Main Resume is the primary source for analysis. Reference Resume is broader supporting career history that is not tied to one application. Past Application Resume is a file you used for a specific employer or role before or outside 81Hire. Job-specific Resume is a tailored file created by 81Hire.

Open a Reference Resume's More menu and choose File as past application. Add the employer, target role, and an optional approximate application date. A job link is not required, the file itself is not changed, and you can return it to Reference later.

Add career preferences when they help

Career Preferences Profile is optional and private to your signed-in account. It gives 81Hire context about how you work, what you want next, and which tradeoffs are acceptable, helping recommendations sound more natural and making role-fit guidance more useful.

Career Preferences Profile

Optional context that helps future recommendations sound more like you.

Company, industry, mission, and environment

Add the truthful context you want 81Hire to remember.

Non-negotiables and dealbreakers

Add the truthful context you want 81Hire to remember.

Acceptable tradeoffs

Add the truthful context you want 81Hire to remember.

Urgency, target timeline, and near-term goals

Add the truthful context you want 81Hire to remember.

Career Preferences Profile adds goals and working-style context that a resume may not contain.

There is no completion score. Add only the context that is useful to you, save it, and return whenever your goals change.

- Describe the problems you are strongest at solving.
- Explain what type of work gives you energy.
- Describe preferred company size, industries, mission, and work environment.
- Record non-negotiables, dealbreakers, and acceptable tradeoffs without making any field mandatory.
- Add search urgency, a target timeline, and your near-term goals when timing should shape the guidance.

Membership and account support

Membership & Billing shows your plan, resume allowance, PayPal subscription status, and cancellation controls. Starter is \$2 per month for up to five tailored resumes per billing period. Pro is \$25 per month for up to 50.

When a Starter member uses all five tailored resumes for the current billing period, 81Hire keeps the limit notice visible and offers a dismissible Pro-plan reminder. Closing the reminder does not remove the limit. Select Upgrade to Pro at any time to review the \$25 Pro plan, or wait for the Starter allowance to reset in the next billing period; existing documents remain available throughout.

Cancel a membership

1. Sign in and select Membership & Billing from the desktop navigation or the mobile More menu.
2. Choose Cancel membership and review the paid-through date.
3. Select Confirm cancellation. 81Hire sends the cancellation directly to PayPal, which stops future renewal charges.
4. Keep using paid features through the paid-through date. Previous documents remain available afterward.

Get help

Select Help & Support from desktop navigation or the mobile More menu. Signed-in customers keep account navigation and Sign out. Use the contact form for account, billing, or product questions; the 365NCC team responds by email.

Reset a password

1. On the sign-in page, choose Forgot or set password, enter your account email, and request the secure link.
2. Open the newest password email. Password links are single-use and expire, so request another link if 81Hire says it is no longer valid.
3. Choose and save a new password. 81Hire returns you to sign-in and confirms that the password was saved; sign in with the new password.

Privacy and responsible use

- 81Hire does not sell your resume or personal information.
- Customer content is not used or authorized by 81Hire for AI model training.
- Only the information needed for a requested feature is securely processed by contracted service providers.
- Always review generated content before using it. 81Hire supports your decisions; it does not replace your judgment.

Need assistance? Visit 81hire.com/contact