

Hiration - Resume Builder, CV, and Cover Letters

Hiration is an AI-powered career platform designed to help you prepare for job opportunities with confidence.

In this training guide, you will learn how to use Hiration's Resume, CV (also known as Curriculum Vitae), and Cover Letter features. These tools help you to create, customize, and optimize your professional resumes using guides, built-in editing tools, and AI-powered feedback to improve overall quality and recruiter readiness.

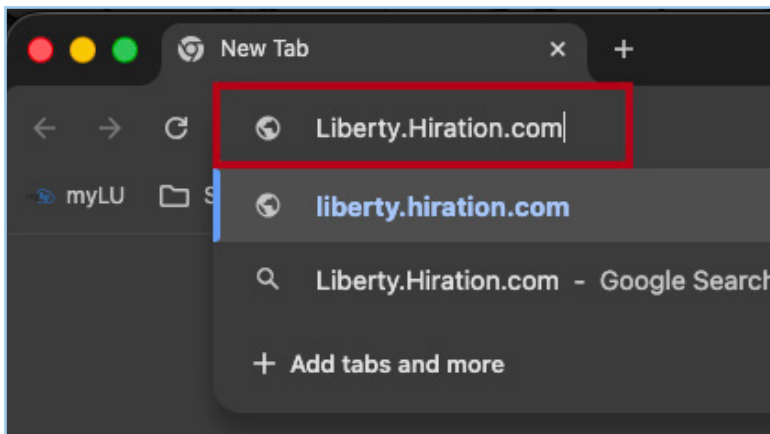
As part of this experience, Liberty University's Career Center has created degree-specific resume and CV guides for you to use in Hiration. These examples are designed to help you develop professional documents that align with your academic background and career goals. You can find these guides under the Resources tab in the left navigation menu.

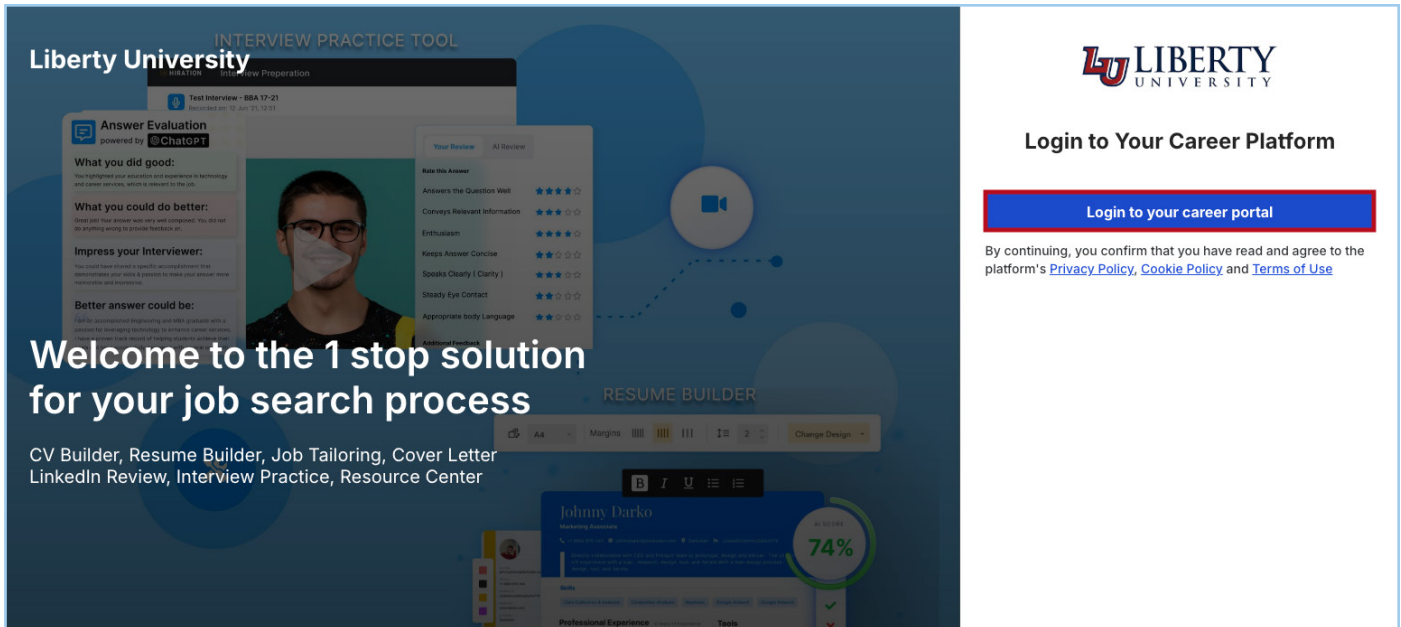
This document contains the following sections:

- [How to Access the Hiration Resume Builder](#)
- [How to Create a Resume in the Resume Builder](#)
- [How to Use the Resume Builder Editor](#)
- [Understanding the Resume Builder Scoring](#)
- [How to Access the CV Builder](#)
- [How to Create a Cover Letter](#)

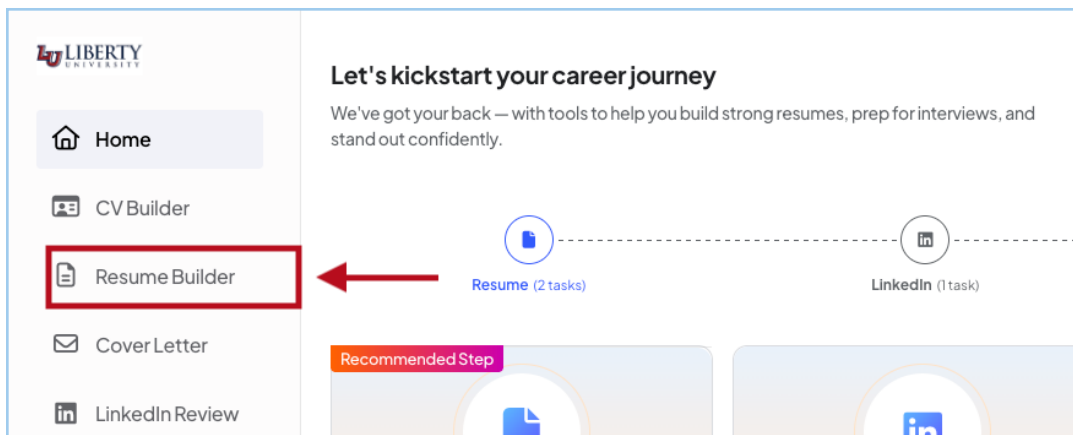
How to Access the Hiration Resume Builder

1. To begin, go to Liberty.Hiration.com, then click **Login to your career portal**.

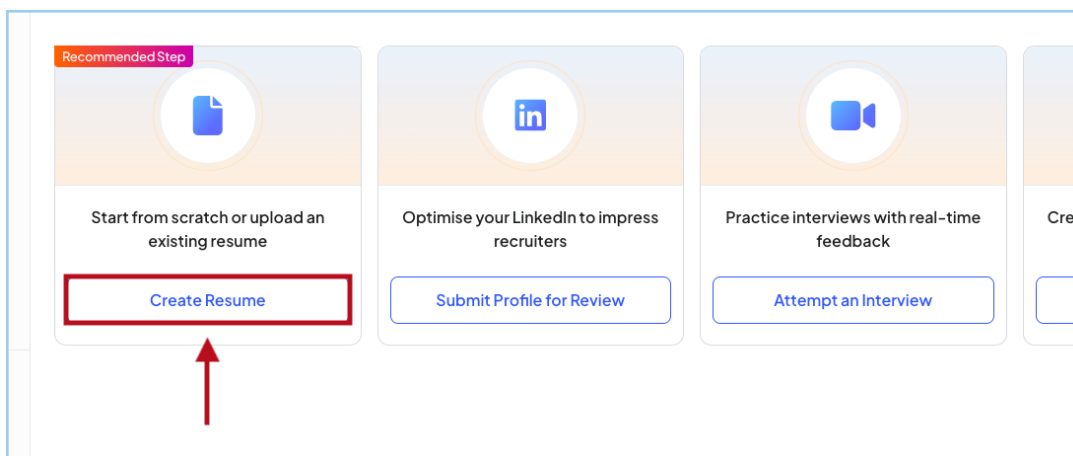




2. From the homepage, there are two ways to access the Resume Builder:
 - A. Option 1: Select the **Resume Builder** tab from the left navigation menu.



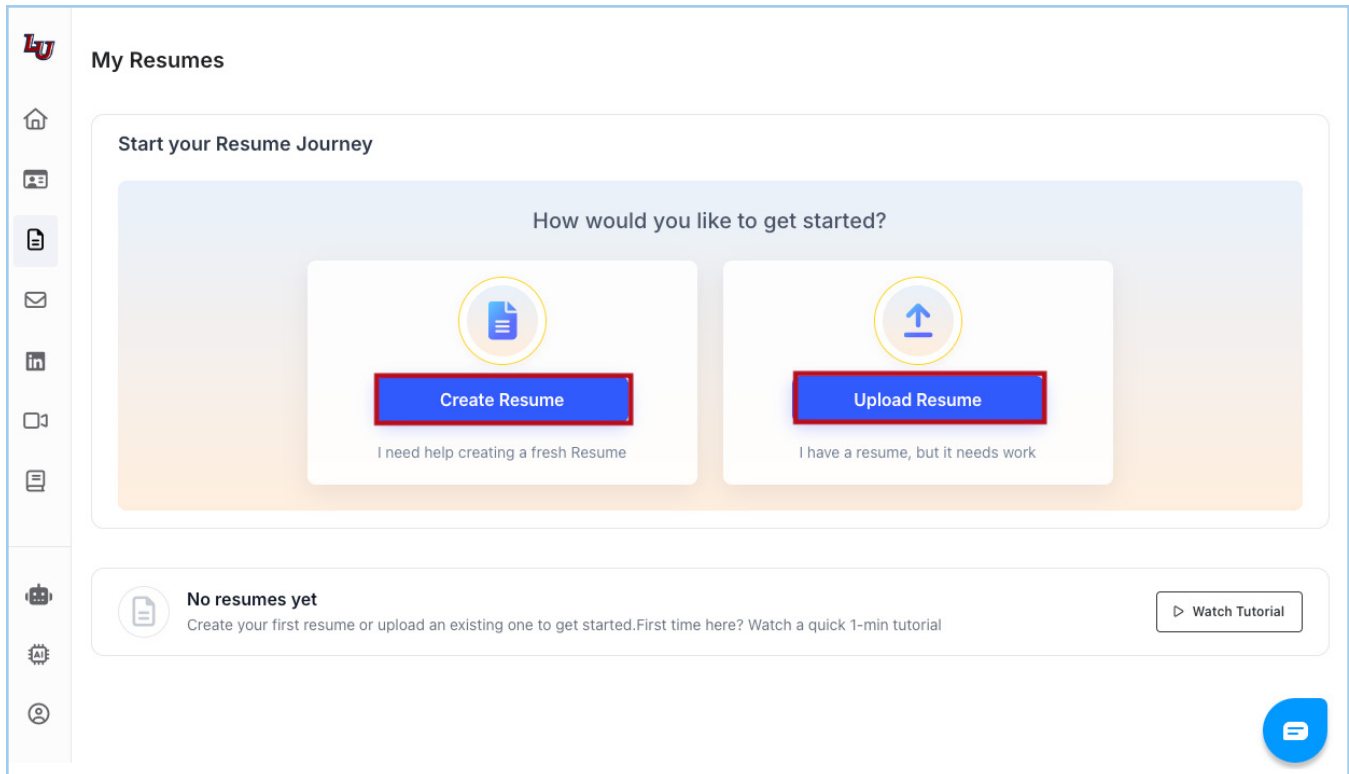
- B. Option 2: Click the **Create Resume** card from your homepage dashboard.



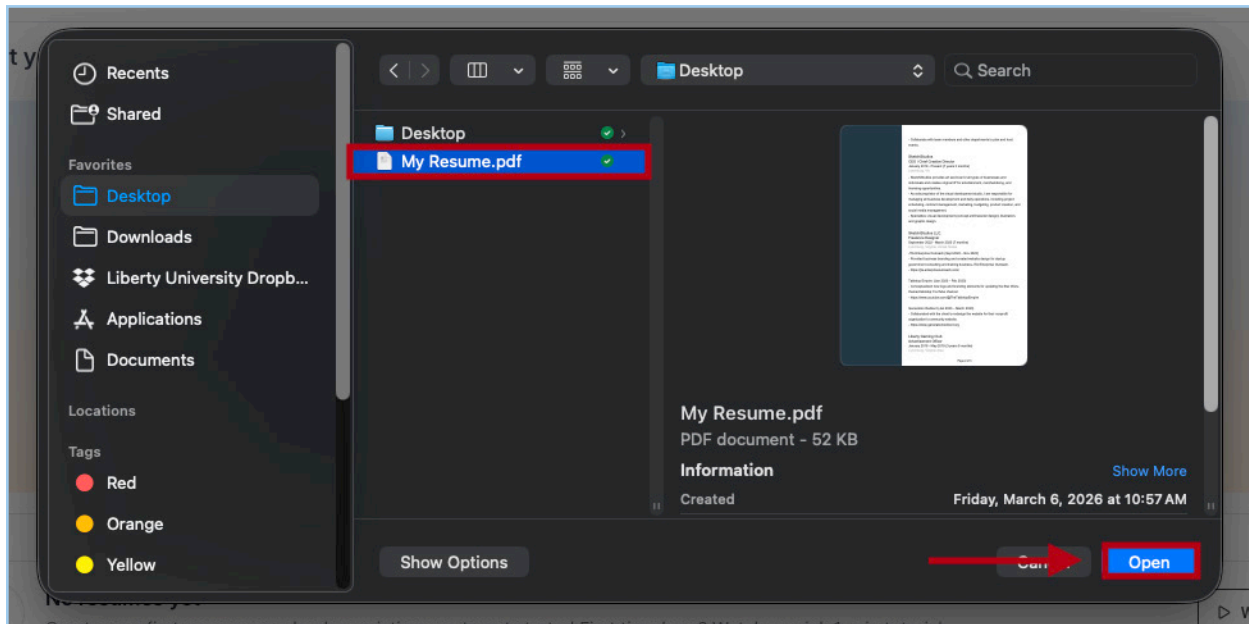
Note: After your first resume is created, this button will change to **Download Resume**, which opens the Resume Builder Dashboard.

How to Create a Resume in the Resume Builder

1. Once on the Resume Builder page, select **Create** or **Upload Resume**.



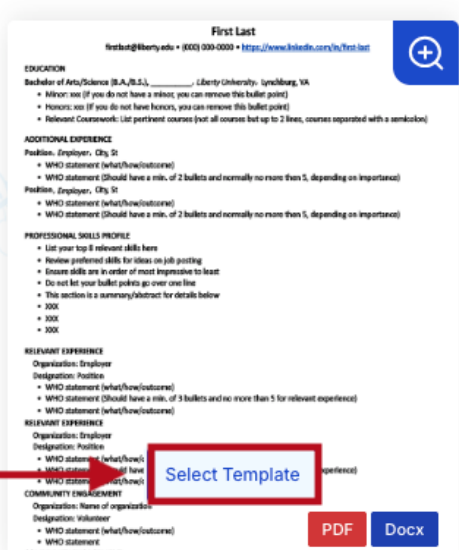
2. If you choose to upload a resume, locate the file on your device, then click **Open** to upload it into the Resume Builder.



3. If you choose to create a resume, click **Select Template**.

Choose a resume design

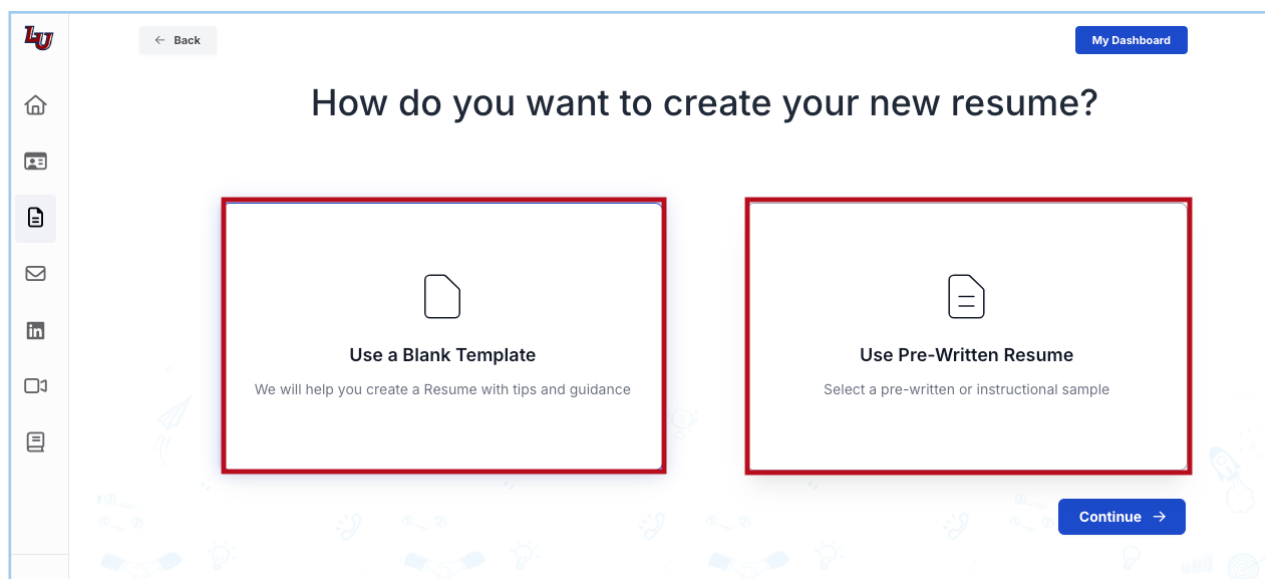
Choose a design template for your new resume. You can change this anytime.



The screenshot shows a resume design template with sections for Education, Additional Experience, Professional Skills Profile, Relevant Experience, and Community Engagement. A red box highlights a 'Select Template' button, with a red arrow pointing to it from the left. Below the preview, the text reads: **General Resume Design**
A clean, black and white Resume template designed for clarity and professionalism.

Note: You can click the blue magnifying glass icon to open a template preview before selecting it.

4. Choose whether to **Use a Blank Template** or **Use Pre-Written Resume**.

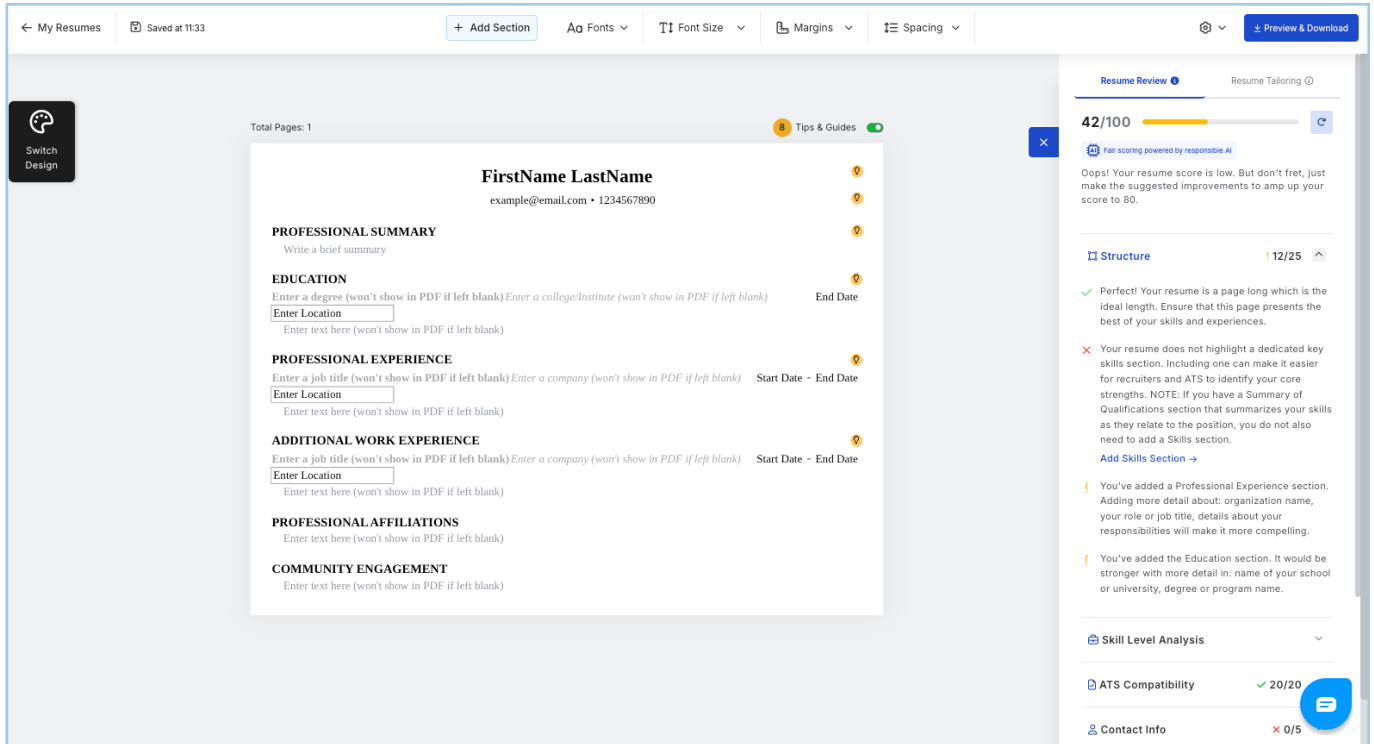


The screenshot shows a user interface for creating a resume. At the top, it asks 'How do you want to create your new resume?'. There are two main options, each in a red-bordered box:

- Use a Blank Template**: We will help you create a Resume with tips and guidance
- Use Pre-Written Resume**: Select a pre-written or instructional sample

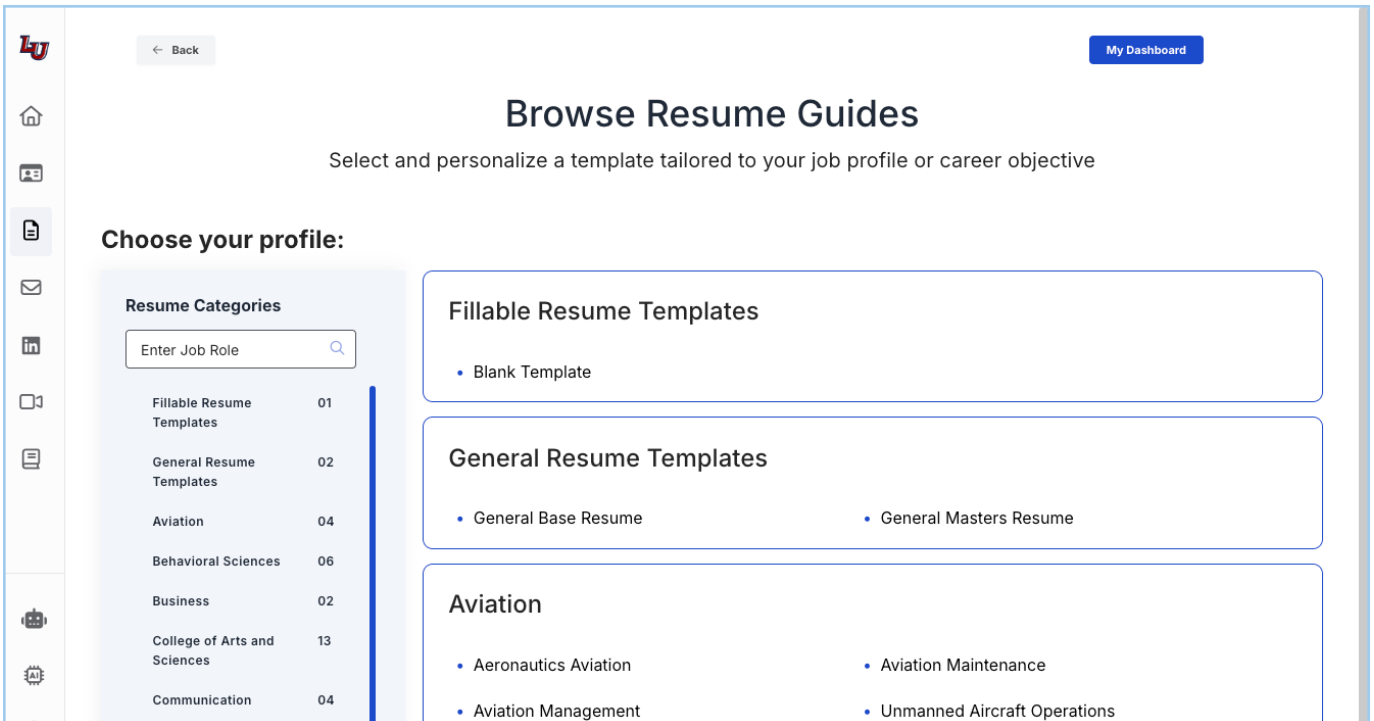
At the bottom right, there is a 'Continue →' button. The interface also includes a navigation sidebar on the left and a 'My Dashboard' button at the top right.

5. Selecting **Use a Blank Template** opens a fillable, structured layout with clearly defined sections and subsections.



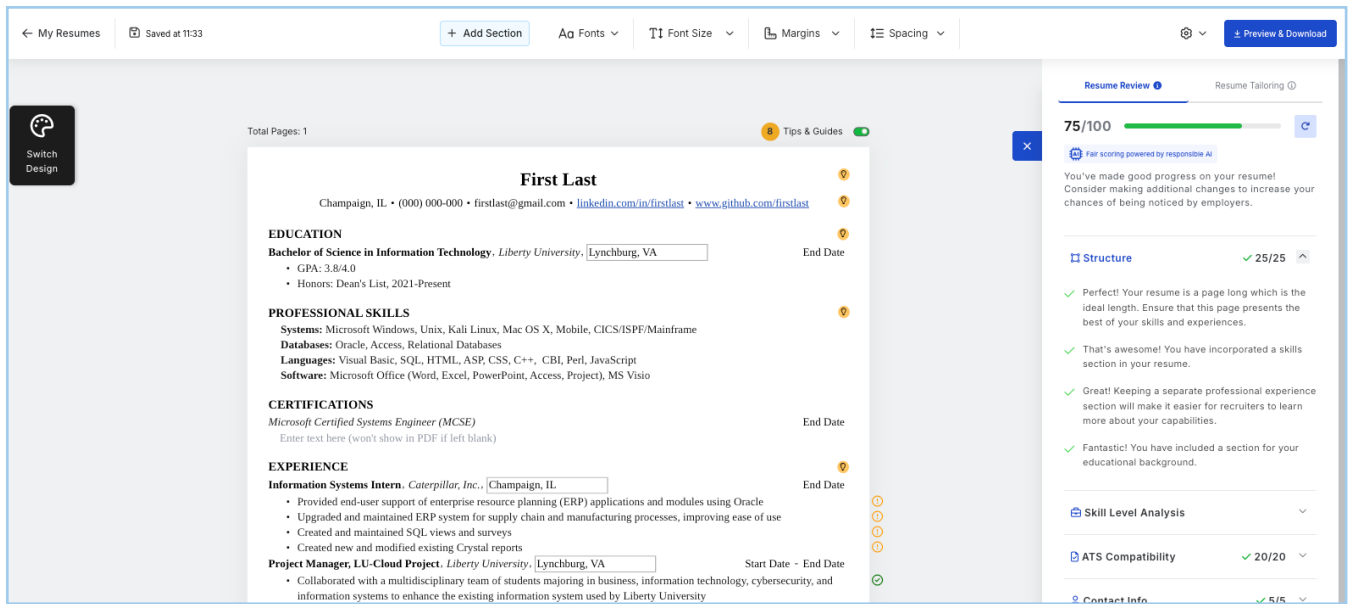
Note: This option is ideal for those who want full control over both content and structure.

6. Selecting **Use Pre-Written Template** opens a collection of sample resumes organized by Liberty schools and degree programs.



Note: These resume guides were created by Liberty's Career Services team to provide you with a strong foundation to build from.

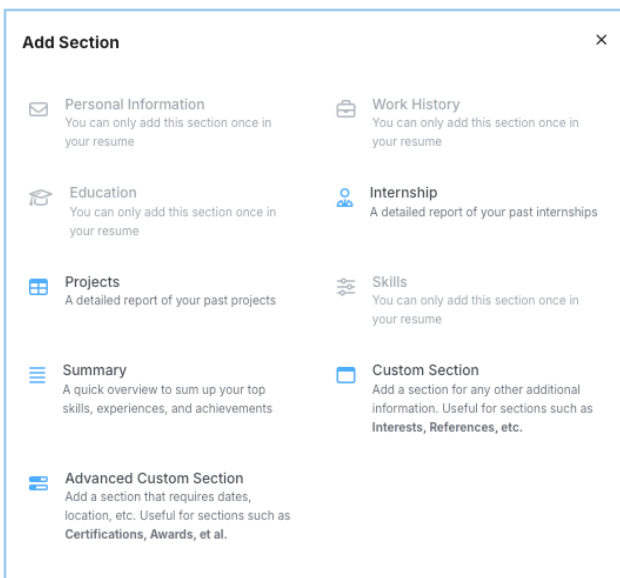
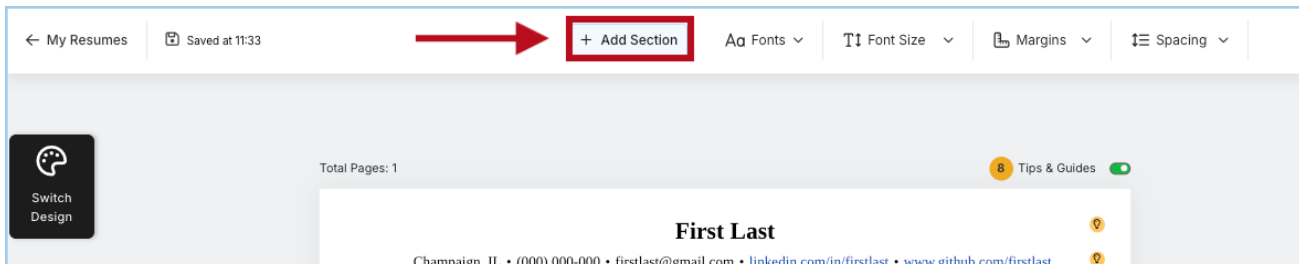
7. Choose a resume that aligns with your field and customize the content to reflect your experience and goals.



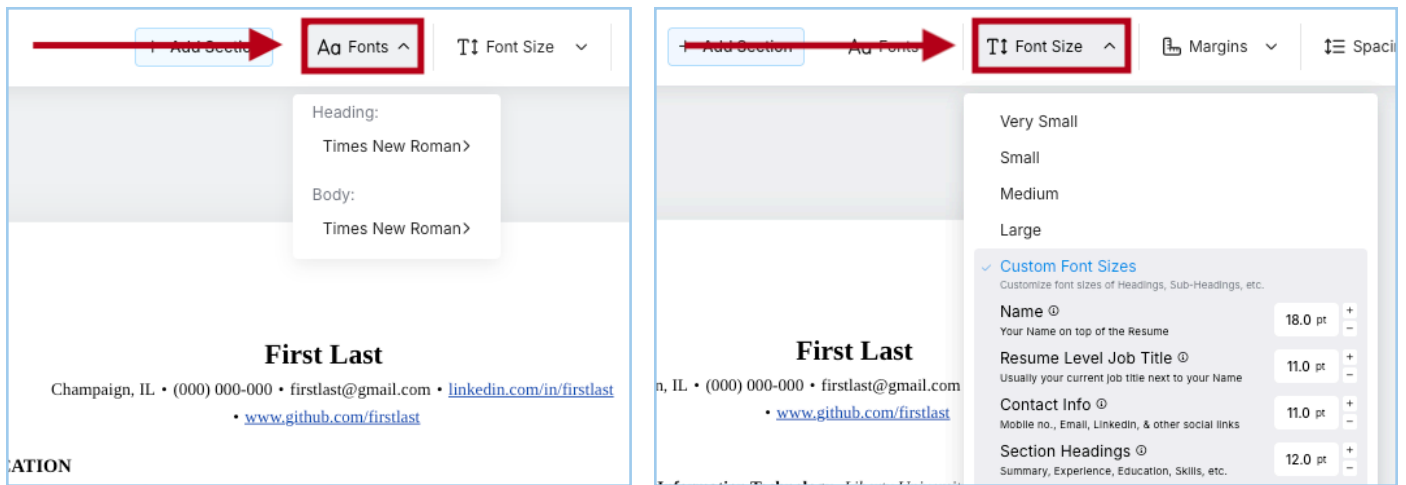
Note: All pre-written resume guides are available on the Resources page, allowing you to browse your options before getting started.

How to Use the Resume Builder Editor

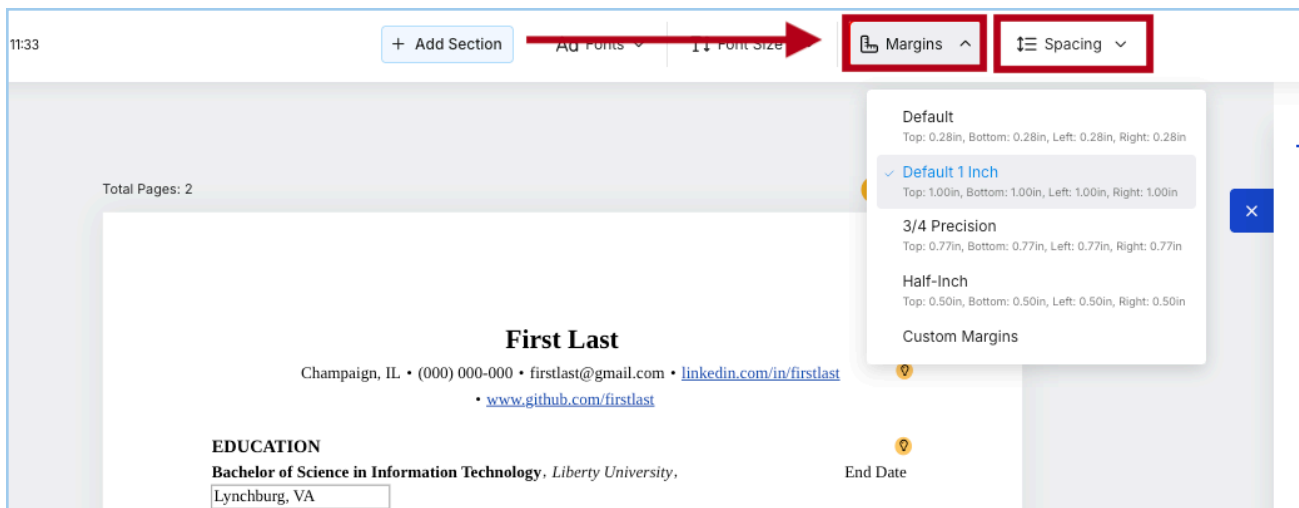
1. In the Resume Editor, click **+ Add Section** in the top menu to add and create additional sections, such as projects, internships, or custom sections.



2. Use the **Fonts** and **Font Size** menus to adjust font styles.



3. Select **Margins** or **Spacing** to adjust how your text is spaced throughout your resume document.

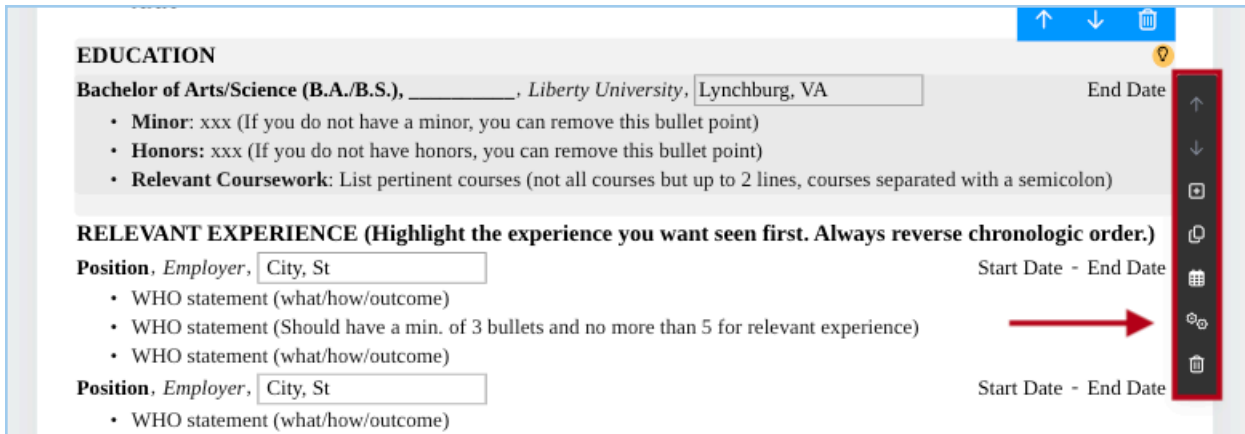


4. For extra support, you can turn on the **Tips & Guides** feature in the top right corner.



Note: This feature provides AI-powered suggestions to help strengthen your resume, highlight areas for improvement, and guide you using best practices.

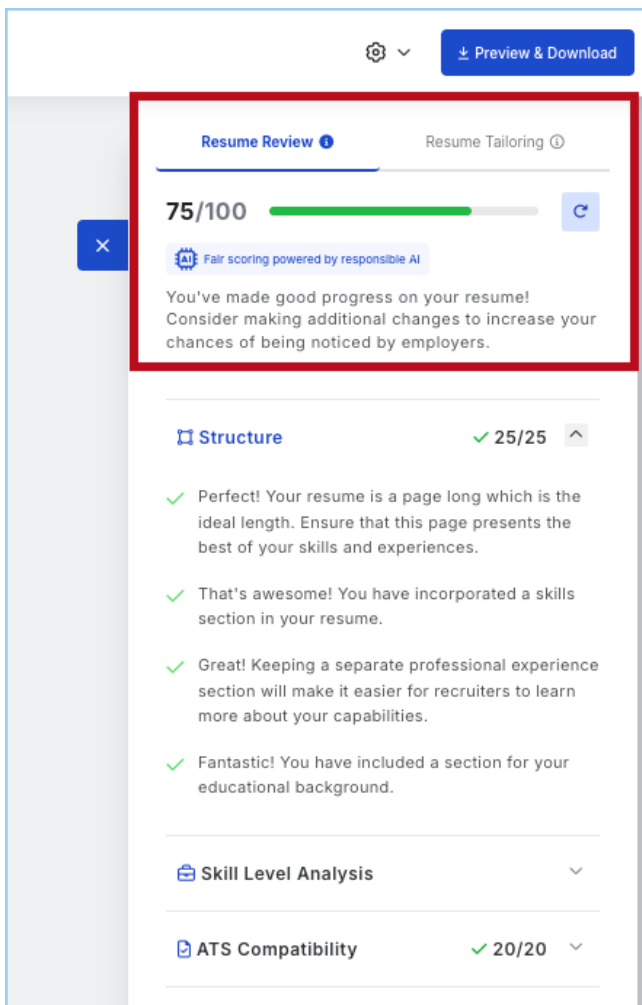
5. To reorder sections, add or duplicate subsections, or adjust formatting, hover over a section to display the toolbar.



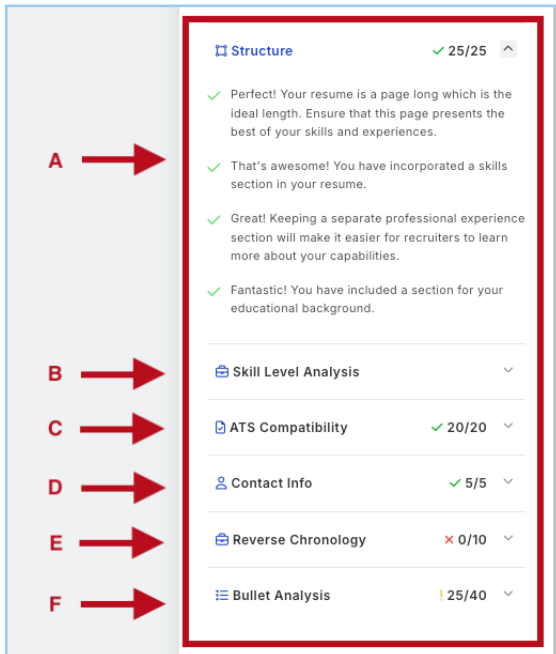
Note: You can also change date formats, show or hide specific details, and enable/disable short titles.

Understanding the Resume Builder Scoring

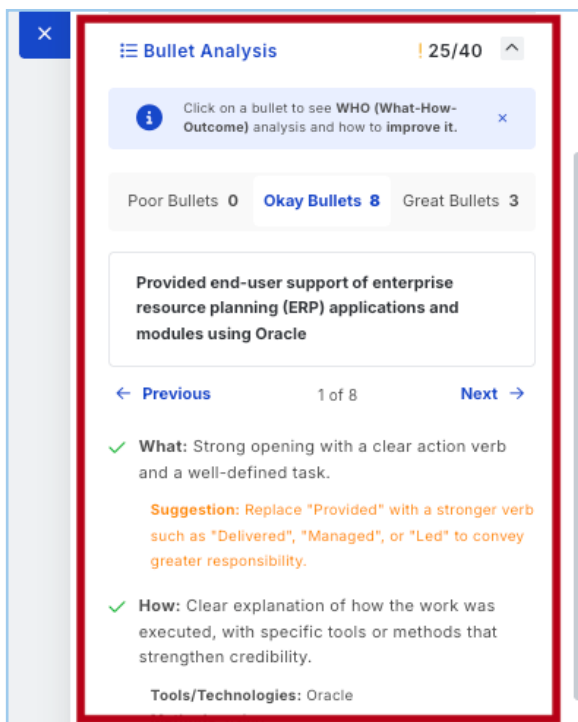
1. Your **resume score** is located on the right-hand side of the screen. The score shows how well your resume aligns with recruiter expectations and industry best practices.



2. Your resume score evaluates key areas, including:
 - A. Structure
 - B. Skill Level Analysis
 - C. Application Tracking System (ATS) Compatibility
 - D. Contact Info
 - E. Reverse Chronology
 - F. Bullet Analysis



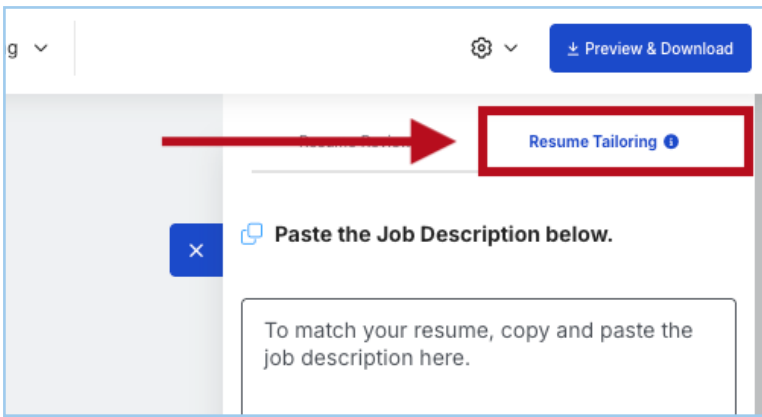
3. Within **Bullet Analysis**, you will receive specific suggestions to strengthen your individual bullet points.



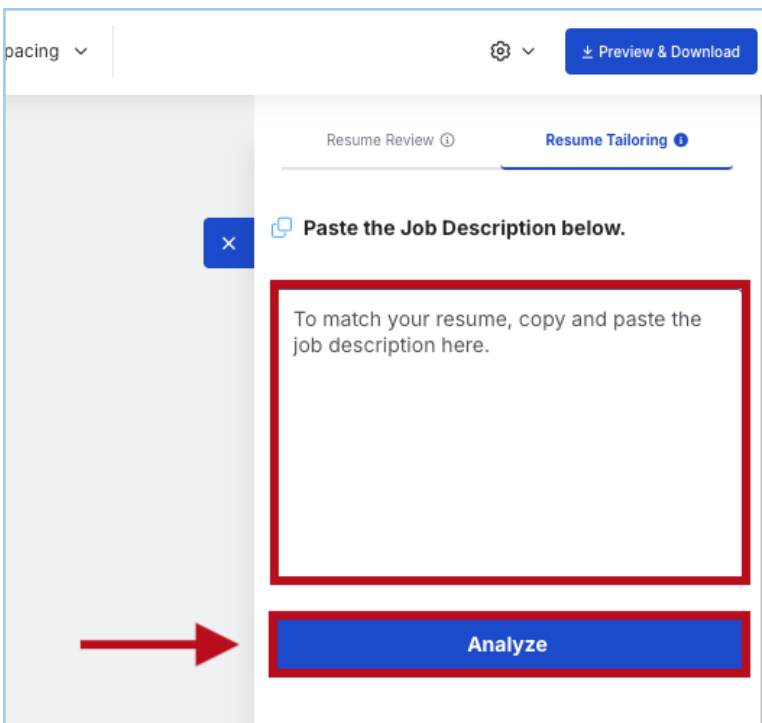
4. Use the color indicators as a quick guide:
 - A. **Green “✓” marks** indicate strong bullet points
 - B. **Yellow “!” marks** suggest areas for improvement
 - C. **Red “X” marks** highlight bullet points that need significant revision



5. To tailor your resume to a specific job, click the **Resume Tailoring** tab.



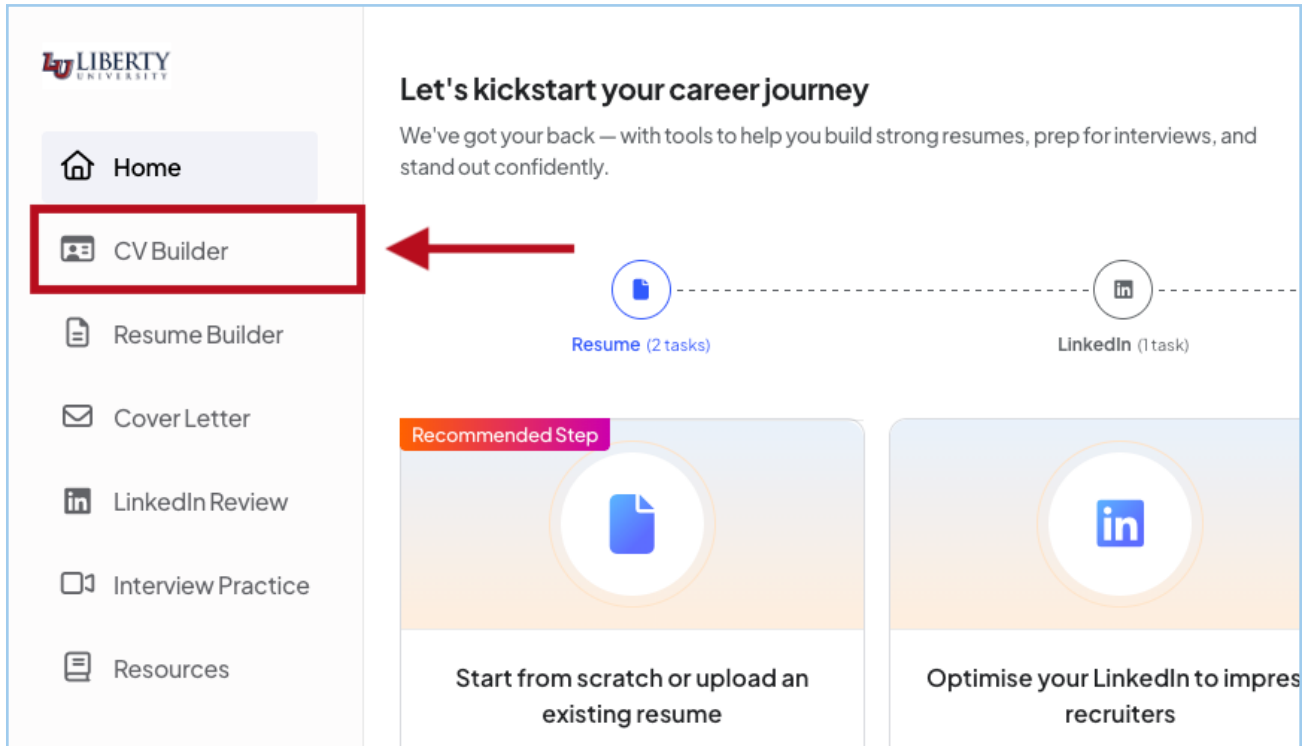
6. In the Resume Tailoring tab, copy and paste a job description into the field, then click **Analyze**.



Note: This tool shows how well your resume matches the listing’s qualifications and provides guidance to help you tailor your resume to improve alignment.

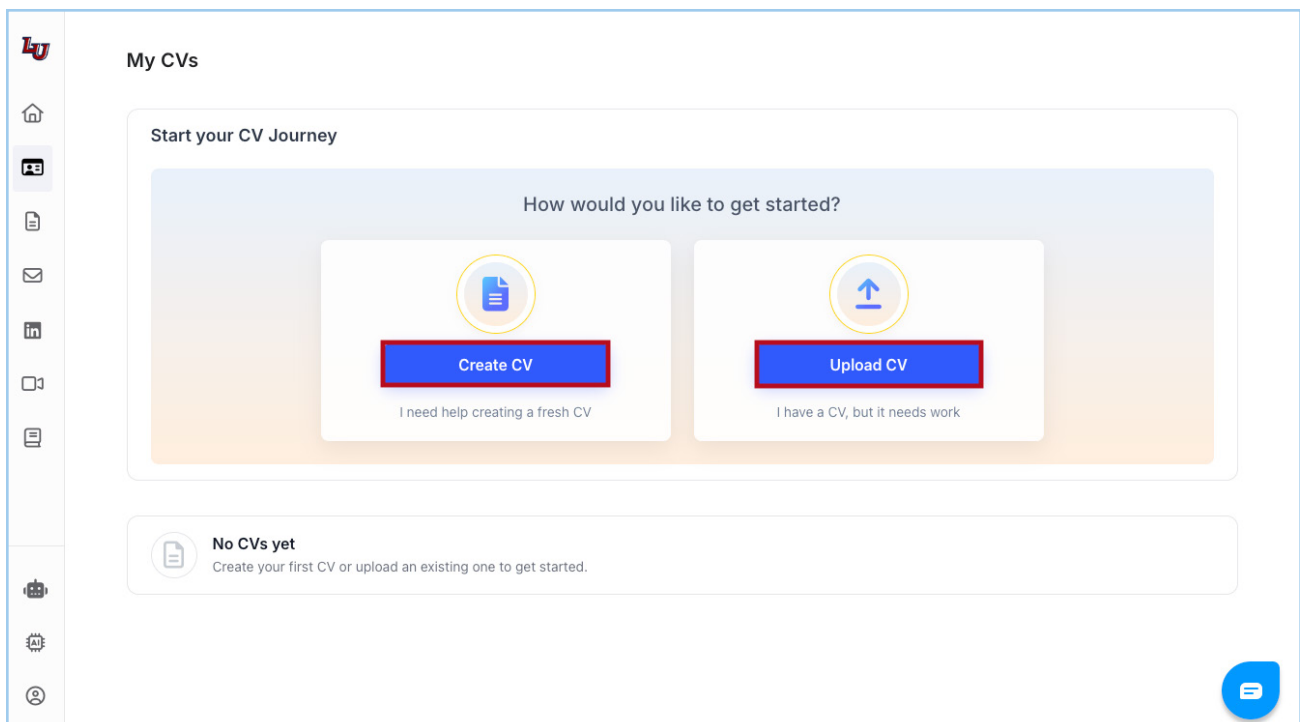
How to Access the CV Builder

1. To create a CV, select **CV Builder** from the left navigation menu.



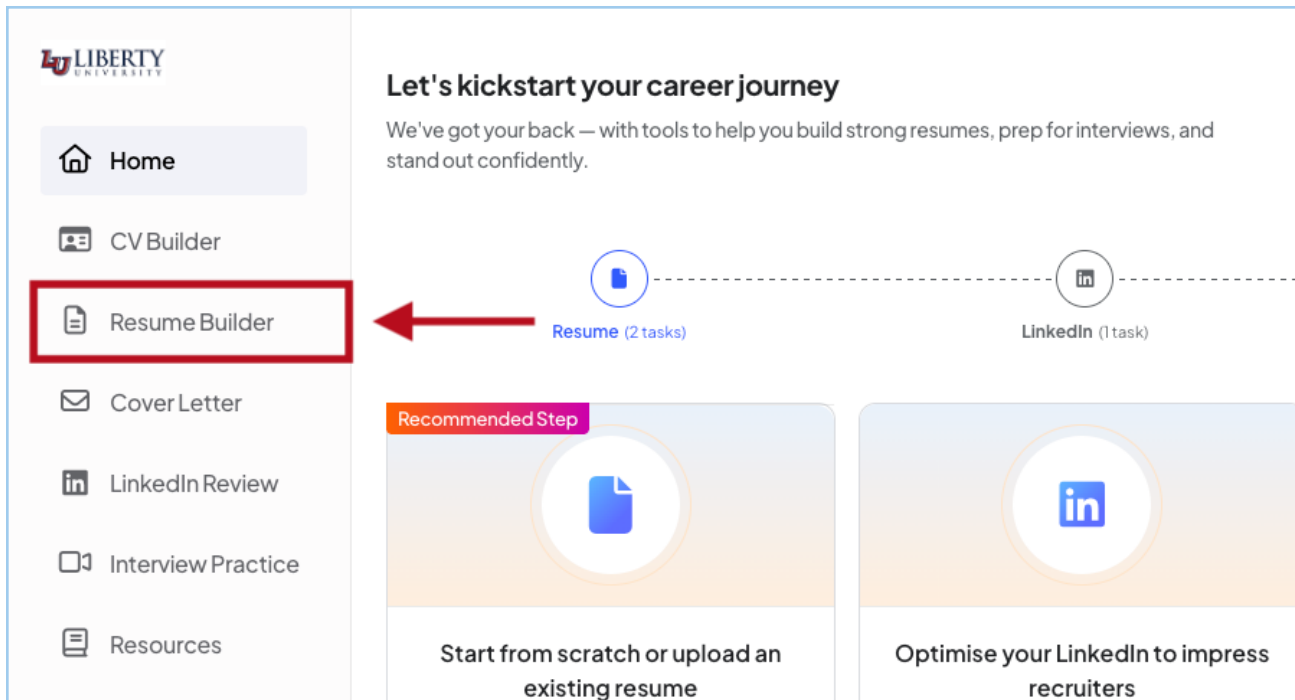
Note: The CV Builder is a separate feature within Hiration, but it functions the same as the Resume Builder.

2. To create a CV, select **Create CV** or **Upload CV**, then follow the same steps outlined in the Resume Builder section above.



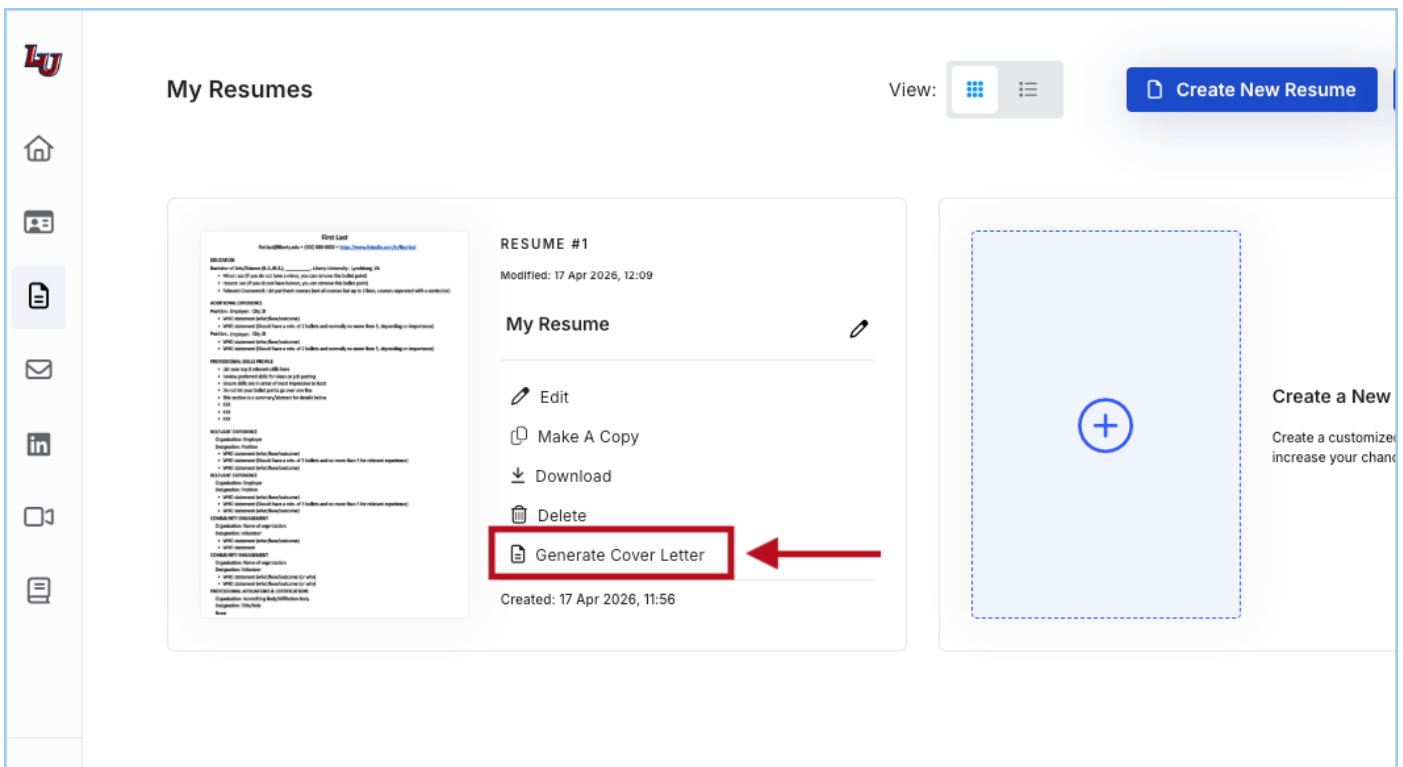
How to Create a Cover Letter

1. You can quickly generate a cover letter from a completed resume by opening the **Resume Builder**.




Note: This feature is not be available until a resume has been uploaded or created in the Resume or CV builder.

2. Locate the resume you want to use and select **Generate Cover Letter**.



3. Copy and paste the job description for your target position, then click **Submit**.



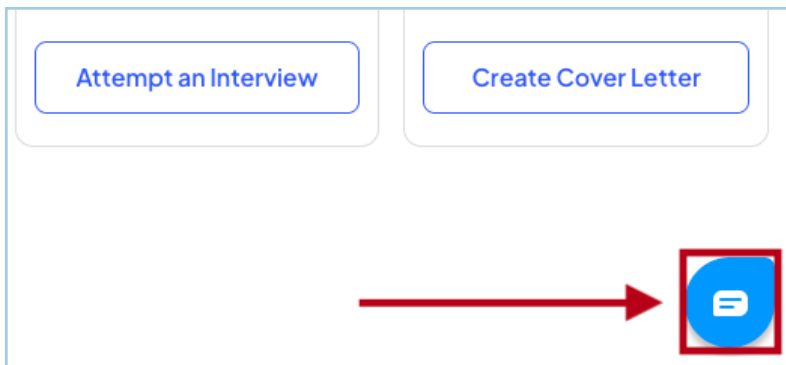
The screenshot shows a form titled "Generate Cover Letter". Below the title is the instruction "Please enter the job description (optional):". There is a large text input field with the placeholder text "Enter job description...". At the bottom right of the form, there are two buttons: "Cancel" and "Submit". A red arrow points from the "Cancel" button to the "Submit" button, which is highlighted with a red border.

4. Once Hiration generates your cover letter, select **View Cover Letter** to review and edit it.



The screenshot shows the same "Generate Cover Letter" form, but now it displays a success message: "Your cover letter has been successfully generated." Below the message, there is a "View Cover Letter" button. A red arrow points to this button, which is highlighted with a red border.

5. If you encounter technical issues at any point while using the Resume, CV, or Cover Letter features, you can contact **Hiration Chat** at the bottom-right corner of your screen.



The screenshot shows the bottom-right corner of the screen. There are two buttons: "Attempt an Interview" and "Create Cover Letter". Below these buttons, there is a blue circular icon with a white speech bubble, representing the "Hiration Chat" feature. A red arrow points to this icon, which is highlighted with a red border.

Need Assistance?

If you have any additional questions while using Hiration, please email Careers@Liberty.edu.