



Rolenvo

GETTING STARTED

Everything we need to set up your **personal** AI job search assistant.

One PDF and a handful of quick answers — that's it. We handle the rest, and you'll start receiving your daily job digest once your profile is live.

STEP ONE

The one file: achievements.pdf

This is the only thing we can't do without. A PDF listing your **career achievements** with specific numbers, outcomes and scope — your whole career, since you started working. Every tailored resume and cover letter Rolenvo generates pulls stories from this document.

What to include:

- Achievements with numbers — dollar values, team sizes, revenue, percentages, timeframes
- Outcomes — what changed because of your work
- Awards, speaking engagements, industry recognition
- Both recent and career-defining achievements

TOO VAGUE

"Led a team and delivered projects on time."

SPECIFIC AND QUANTIFIED

"Built and led the global coverage model at AWS that distributed 20,000 sellers across 75 countries, supporting US\$100B in annual revenue. Reduced coverage gaps by 23% in the first year."

Format: any PDF — Word exported to PDF, a Google Doc, a slide deck, or a well-formatted text document. Rolenvo reads the text content.

WHY THIS MATTERS

Every match score, and every line of every tailored resume and cover letter Rolenvo writes, is drawn from what's in this document. A vague achievements PDF produces a vague, generic-sounding resume — the AI can't invent detail you didn't give it. A specific, quantified one is what lets Rolenvo write something that reads like you, not a template, and lets the scoring engine judge fit accurately instead of guessing.

STEP TWO

The questions

Send these answers along with your PDF. They set the boundaries of your entire search — get them right and Rolenvo finds precisely the roles worth your time; get them vague and you'll either drown in irrelevant matches or miss good ones entirely.

#	Question	Why we need it	Examples
1	Email for the daily digest?	Where Rolenvo sends results	sarah@example.com wojciech@yourcompany.com.au
2	Job titles you're targeting? (as many as you like)	What Rolenvo searches for on Seek, Built In, Michael Page	Head of Product, Director of Product, VP Product Chief Operating Officer, COO, VP Operations Marketing Manager, Head of Marketing, Brand Manager
3	Where do you want to work?	Filters by location	Melbourne VIC Remote only Sydney NSW or Melbourne VIC
4	What industry?	Prioritises relevant jobs	health tech none – open to any industry
5	Match threshold, 1–10?	Controls how many jobs you see	7 – strong matches only (recommended) 6 – more results, some noise 8 – only the very best fits
6	Attach documents as a ZIP?	Links are always included either way	yes – attach the files to my email no – links are enough for me
7	One or two sentences on your career story?	Starts your matching profile — we send it back for you to enrich	Senior product leader, 15 yrs in SaaS, scaled teams to 40, IPO experience Operations exec, 12 yrs in healthcare, led rollouts across 200+ sites Early-career marketer, 3 yrs in FMCG, moving into tech
8	Roles you never want to see?	Filters out mismatches before AI scoring	software engineer, data engineer, contract roles night shift, FIFO roles, junior positions anything requiring relocation overseas
9	Companies whose career pages we should watch?	Catches roles off the job boards entirely	Atlassian, Canva, Harrison.ai Ramsay Health Care, Healthscope (optional – leave blank if none come to mind)

Optional extras we'll ask you to review later: a richer career profile (what you're good at, biggest wins), and your preferred resume writing style. Your exclusions and target companies matter as much as your titles — loose exclusions let noise through, and missing target companies means we won't watch career pages that never post to Seek or LinkedIn at all.

STEP THREE

What happens next

- 1 You send us the PDF + answers.
- 2 We set up your profile.
- 3 We run a test to verify everything works.
- 4 **You start receiving a daily email every morning**, containing:
 - Brand new jobs that match you (score 7+ out of 10)
 - A scraping summary — what was found, where, and any errors
 - All qualifying jobs with match scores and why they fit
 - Tailored resumes and cover letters for each qualifying job (attached as a ZIP if you said yes)
 - Your Application Tracker — a file you can open in any browser to track applications: set status (applied, interview, offer), add notes, and see target companies. It's refreshed daily; your edits are saved in your browser.

Questions? Just email contact@rolenvo.com.au — we're here to help. The more accurate your PDF and answers, the better your results.

PRICING

\$2/day, everything included

Billed monthly at \$60 AUD (GST included). Unlimited scanning and scoring, your daily digest, tailored resumes and cover letters for every 70%+ match, the application tracker, and the weekly summary. No tiers, no per-document limits. Cancel anytime — see rolenvo.com.au/terms.html for full terms.

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